



LPA Training Program

Construction/Contract Management Module

SiteManager

SiteManager - Topics

- ***Introduction to SiteManager***
- ***Access to SiteManager***
- ***Personnel Roles***
- ***Overview of System Functions***
 - ***DWR/Diaries***
 - ***Estimates***
 - ***Change Orders***
- ***Reports***
- ***Demonstration***

SiteManager - Topics

- ***Introduction to SiteManager***
- ***Access to SiteManager***
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 - ***Change Orders***
- ***Reports***
- ***Demonstration***

SiteManager - Introduction

- **Developed to manage a construction project**
- **Covers the complete construction and materials management process after award through contract finalization**
- **Part of Trns-Port Management System**



LOUISIANA DEPARTMENT OF
TRANSPORTATION & DEVELOPMENT

LPA Training Program: Construction/Contract Management Module

SiteManager - Introduction

The screenshot displays the ASHTO SiteManager software interface. The main window is titled "Change Order Approval" and contains the following fields and options:

- Contract ID:** 000-13-1311
- CO Number:** 008
- Approver ID:** d3373
- Approval Date:** 03/25/13
- Name:** Beard, Keith
- Emergency:** ☐
- Recommendation:** ☐ Approved ☐ Denied
- Extra Work:** ☐ **Zero Dollar:** ☐
- Time Adjustment:** ☐ **Final Quantity:** ☐
- Current Contract Amt:** \$13,081,438.33
- CO Amount:** \$0.00
- Reference to:**
- Dispute:** **Force Account:**

The background window shows the "Daily Work Reports" section with the following information:

- DWR Info:**
- Contract ID:** 000-13-1311
- Locked:** No
- Authorized:** Yes
- Authorized Date:** 03/25/13
- No Work Items:** ☐
- No Contractors:** ☐
- No Daily Status:** ☐
- 01-Work Hours:** ☐
- 02-General Remarks:** ☐
- 03-Primary Inspector:** ☐

SiteManager

- *Introduction to SiteManager*
- ***Access to SiteManager***
- *Personnel Roles*
- *Overview of System Functions*
 - *DWR/Diaries*
 - *Estimates*
 - *Change Orders*
- *Reports*
- *Demonstration*

Access to SiteManager:

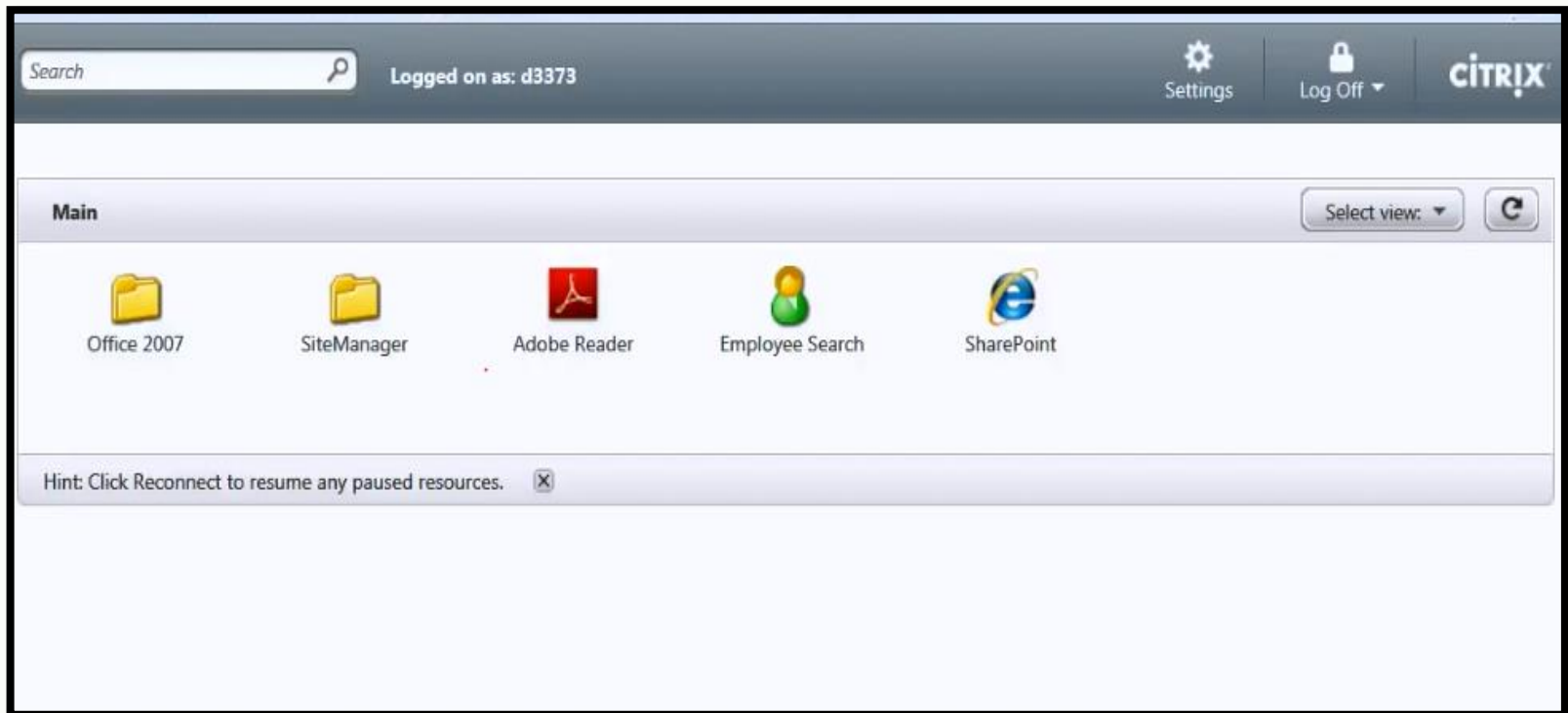
- ***ID Request Process***
- ***Citrix Program***
- ***SiteManager Login***

ID Request Process

- ***Contractor/Consultant Designated Contact Form***
 - ***Email Submittal***
 - ***Online Registration Form***
 - ***Fax/Mail Form***

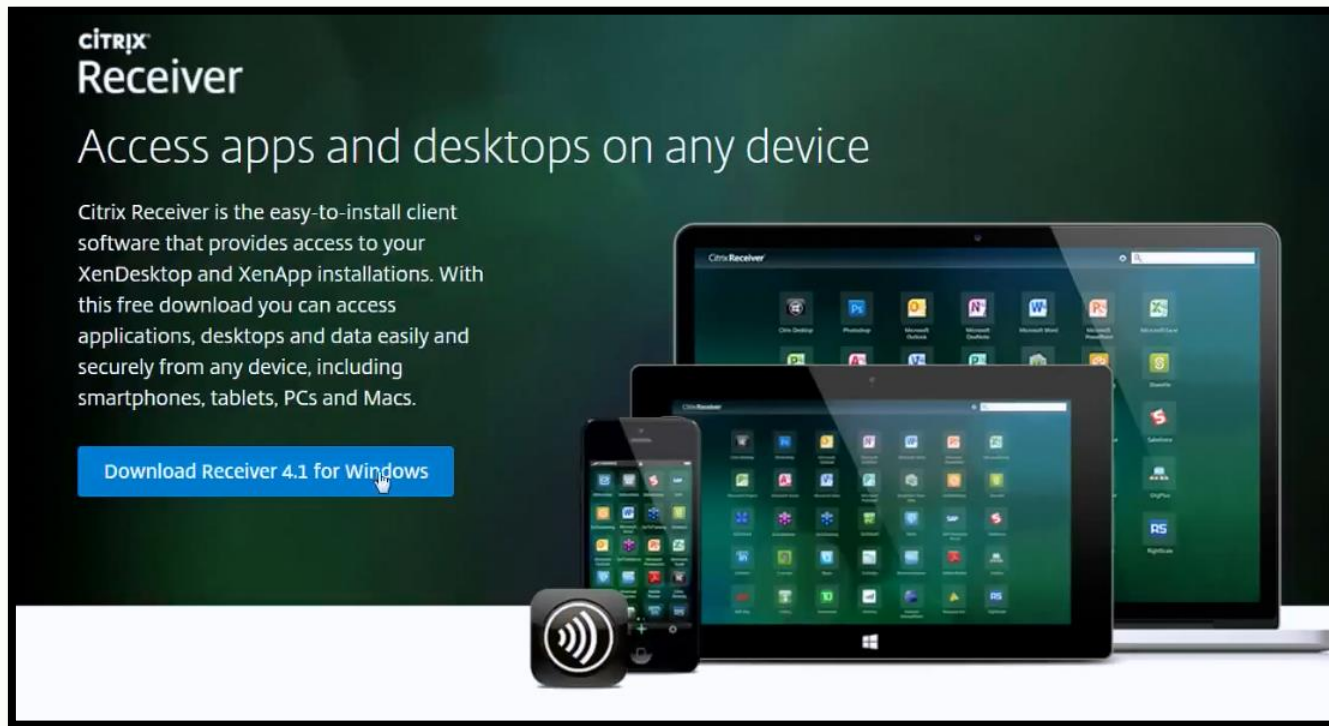
Citrix Program

- *Allows Access to DOTD Portals*



Citrix Program

- *Easy Software Download*



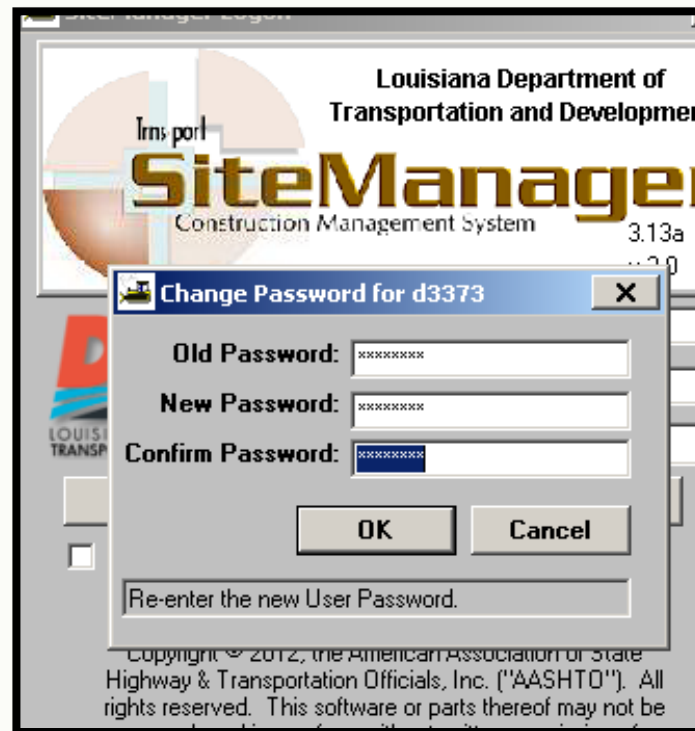
Citrix Program

- ***Password Expires Every 30 Days***
- ***Initial Password Reset Required***



SiteManager Login

- Initial Password Change Required***



SiteManager Login

- *Password Never Expires*

SiteManager Logon

Louisiana Department of
Transportation and Development

SiteManager
Construction Management System 3.13a
v 2.0

DOTD
LOUISIANA DEPARTMENT OF
TRANSPORTATION & DEVELOPMENT

User ID:

Password:

Connect to:

☐ Download RTF Templates

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reproduced in any form without written permission of
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Enter the User Login Id.

SiteManager Login

- *Login ID Identical to Citrix ID*

SiteManager Logon

Louisiana Department of
Transportation and Development

SiteManager®
Construction Management System 3.13a
v 2.0

DOTD
LOUISIANA DEPARTMENT OF
TRANSPORTATION & DEVELOPMENT

User ID:

Password:

Connect to:

☐ Download RTF Templates

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Enter the User Login Id.

SiteManager

- *Introduction to SiteManager*
- *Access to SiteManager*
- ***Personnel Roles***
- *Overview of System Functions*
 - *DWR/Diaries*
 - *Estimates*
 - *Change Orders*
- *Reports*
- *Demonstration*

Personnel Roles:

- *LPA/CEI Inspector*
- *LPA/CEI Office Manager*
- *LPA/CEI Project Engineer*
- *LPA Government Entity*
- *DOTD Project Coordinator*

LPA Training Program: Construction/Contract Management Module

Personnel Roles:

LPA Inspector

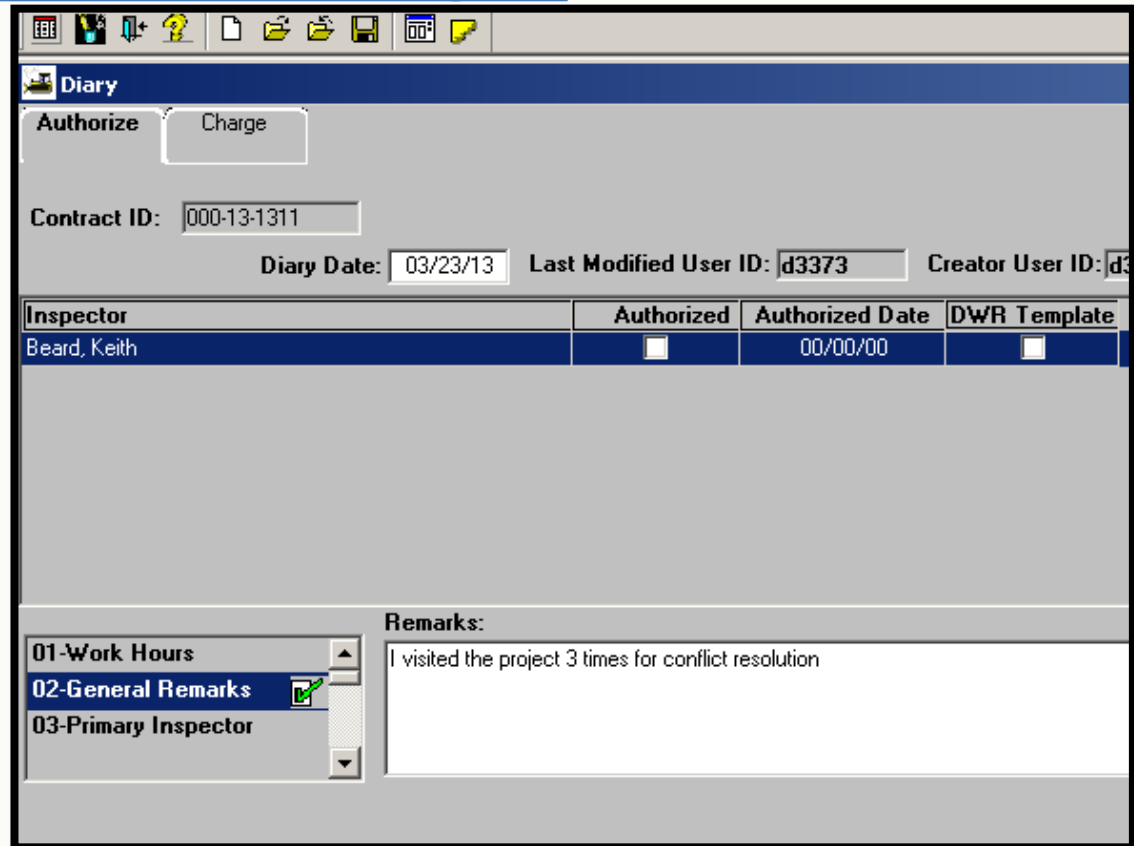
- Creates
Daily Work
Reports

RPT-ID: RDWRHCON		Louisiana		DATE: 03/25/2013	
USER: d3373 Beard, Keith		Dept. of Transportation and Development		PAGE: 1 of 2	
DAILY WORK REPORT FOR CONTRACT: 000-13-1311					
DWR Date 03/23/2013	Contract ID 000-13-1311			Authorized: Yes	Locked No
Inspector ID: d3373	Inspector: Beard, Keith				
High Temp: 70	Low Temp: 50	A.M. Condition: clear		P.M. Condition: clear	
Work Suspended Time: 00:00		Work Resumed Time: 00:00		No Work Items Instld: <input type="checkbox"/>	No Contrs Present: <input type="checkbox"/> No Staff Preser
Remarks: Yes	01-Work Hours 5:00-3:00 03-Primary Inspector YES 04-Ctrl Work Item 502-01-00100 05-Time Charge waiting on rain Comments 06-Traffic Control All devices installed properly 14-Traffic Control TCS - Mike Brown Manager 15-Adverse Weather Hurricane Irene				
Contractor Information					
Contractor ID: 721274066		Contractor Name: OVERTON CONSTRUCTION CO. INC.			Hrs Worked: 4.0
Nbr of Supervisors:		Nbr Of Workers: 10			
Equipment:	Description	Qty	Qty Used	Hrs. Used	
	Air Compressor	1	1	4.000	

Personnel Roles:

LPA Office Manager

- Create DWR
- Generate Estimate
- Approve Estimates
- Approve Diaries



The screenshot displays the 'Diary' entry form in the LPA Office Manager application. The form includes a toolbar at the top with icons for various functions. Below the toolbar, there are buttons for 'Authorize' and 'Charge'. The 'Contract ID' field is populated with '000-13-1311'. The 'Diary Date' is set to '03/23/13', 'Last Modified User ID' is 'd3373', and 'Creator User ID' is 'd3'. A table lists the authorized personnel:

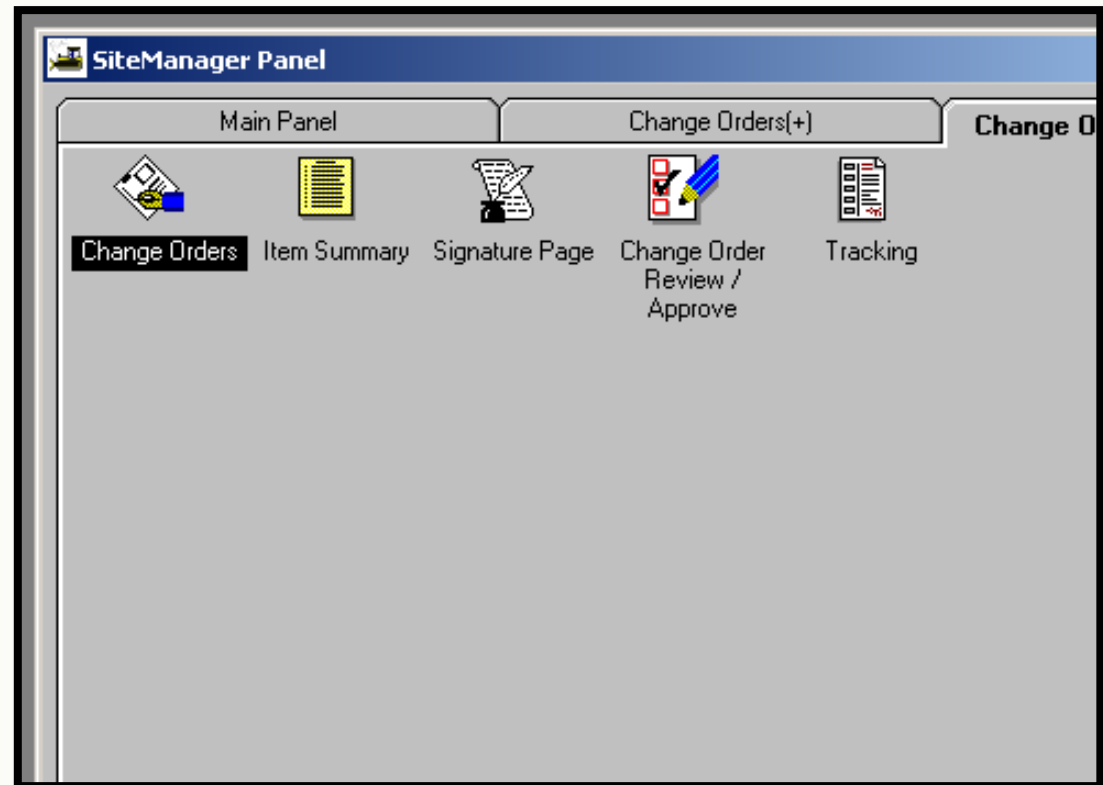
Inspector	Authorized	Authorized Date	DWR Template
Beard, Keith	<input type="checkbox"/>	00/00/00	<input type="checkbox"/>

At the bottom left, there is a list of diary types: '01-Work Hours', '02-General Remarks' (which is selected and marked with a green checkmark), and '03-Primary Inspector'. To the right of this list is a 'Remarks' text area containing the text: 'I visited the project 3 times for conflict resolution'.

Personnel Roles:

LPA/CEI Project Engineer

- **Create DWR**
- **Create Change Order**
- **Approve Diaries**
- **Approve Estimates**
- **Approve Change Orders**



Personnel Roles:

LPA Government Entity (Responsible Charge)

- Approve Change Orders
- Approve Estimates (as contractor)

SMGR0005	
Louisiana Department of Transportation and Development Change Order Report	
S.P. NO.	000-13-1311
Name:	LA 87 & LEWIS STREET IMPROVEMENT (LA
LA 87	
Installation of 7 new CB-01's, 40 lin ft of 18" RCP including tying into existing Catach	
Project Number 000-13-1311	
701-03-G <u>Line Item 0025</u> = 701-03-G <u>Storm Drain Pipe (18" RCP/PCP)</u> Funding Category STP: Increase by 40 LNFT or 7.18%.	
726-01 <u>Line Item 0058</u> = 726-01 <u>Bedding Material</u> Funding Category STP: Increase by 9 CUYD or 3.18%.	
702-03-A <u>Line Item 0921</u> = 702-03-A <u>Precast for 1-18" diameter RCP</u> Funding Category STP: Create item for 7 EACH or 100%.	

Personnel Roles:

DOTD Project Coordinator

- **Approve Change Orders**
- **Verifies Funds**
- **Coordinated with DOTD Compliance and DOTD Construction Audit Sections**

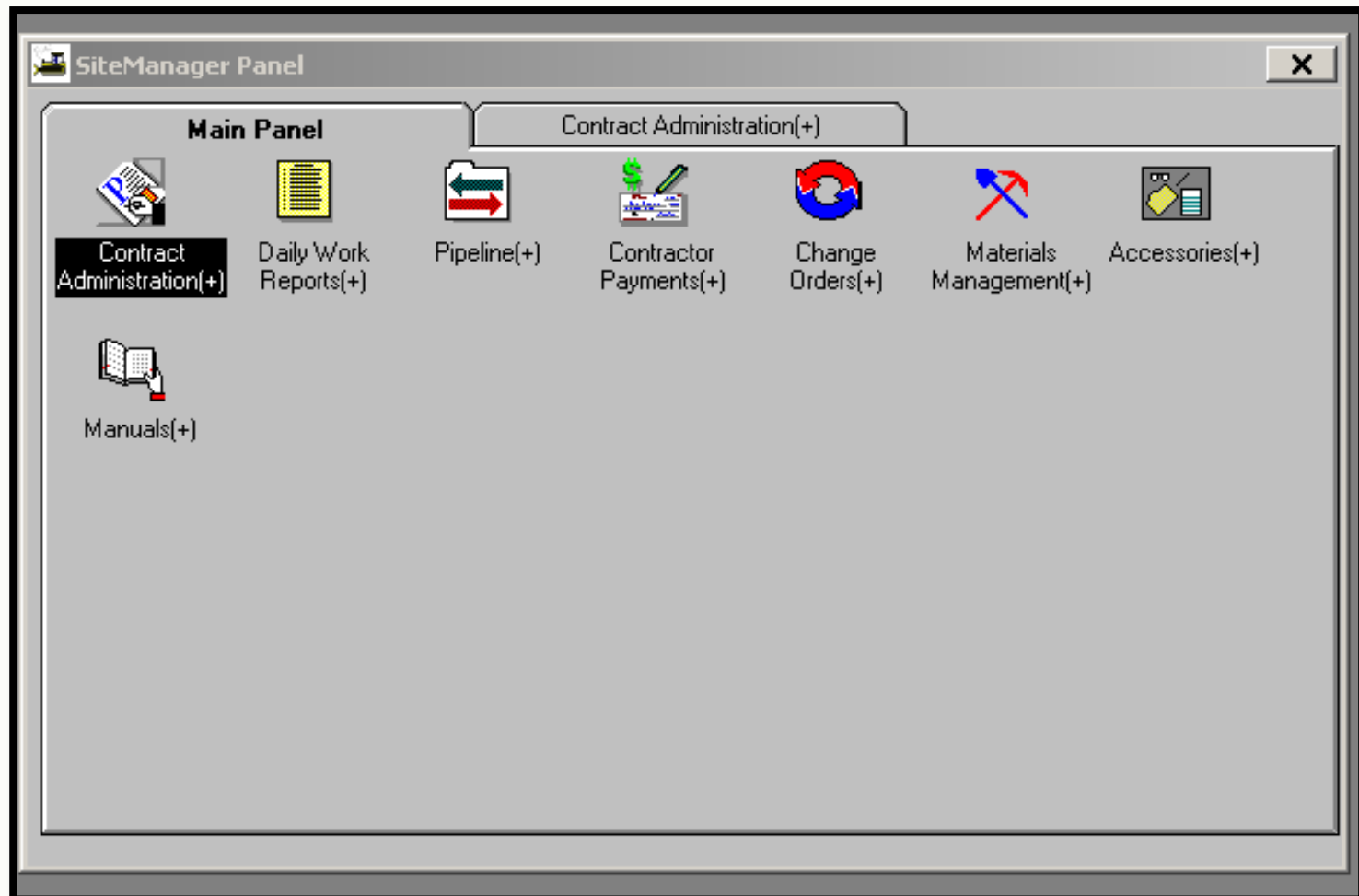
The screenshot displays the AASHTO SiteManager application window. The title bar reads "AASHTO SiteManager". The menu bar includes "File", "Edit", "Services", "Window", and "Help". The toolbar contains various icons for file operations and user assistance. The main window is titled "Change Order Approval". It contains the following fields and controls:

- Contract ID:** 000-13-1311
- CO Number:** 008
- Approver ID:** d3373
- Approval Date:** 03/25/13
- Name:** Beard, Keith
- ☐ Emergency
- Recommendation:** ☒ Approved, ☐ Denied

SiteManager

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Function Overview:



LPA Training Program: Construction/Contract Management Module

Contracts:

AASHTO SiteManager

File Edit Services Window Help

Contracts

Description Location Payment Data Critical Dates Primary Personnel Prime Contractor DBE Commit Training Plan

Contract ID: 000-13-1311 Fed St/Pr Proj Nbr: STP-2301(515)

Status: Active Primary PCN: 000-13-1311

DISTRICT: 03 GANG: 213

Progress Sched: Percent Complete for a Time Period Variance Pct: .00

Desc: LA 87 & LEWIS STREET IMPROVEMENT (LA 87 SPUR)

Time Charges: WORKING DAYS (AVAILABLE DAYS) Bid Days: 525 Bid Amt: \$13,337,131.73

Contract Type: Construction

Work Type: Concrete new pavement

Spec Yr: 2000 Unit System: English Suppl Spec Bk Yr: Alt ID:

Funding

☒ Federal

☐ State/Province

☐ Both

☐ Fed Oversight

☒ Local Oversight

Proposal Fund Type: STP

Wage Decision:

Wage Decision ID	Wage Decision Description	Genrl Wg Dcsn ID
LA990008	test	Highway

LPA Training Program: Construction/Contract Management Module

Contracts:

File Edit Services Window Help

Contracts

Description	Location	Payment Data	Critical Dates	Primary Personnel	Prime Contractor	DBE Commit	Training Plan				
<p>Contract ID: 000-13-1311</p> <p>Location: LA 87 WAYNE STREET MARQUETTE STREET R/W NUMBER 823-26-20</p> <p>Beg Sta Nbr: <input type="text"/> Beg Termini: <input type="text"/> Route Nbr: LA 87</p> <p>End Sta Nbr: <input type="text"/> End Termini: <input type="text"/> Highway Nbr: <input type="text"/></p> <p>Road System: Farm-to-Market Highway Type: N/A</p> <p>Town: <input type="text"/></p>											
<table border="1"> <thead> <tr> <th>Contract County</th> <th>Primary County</th> </tr> </thead> <tbody> <tr> <td>Iberia</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>								Contract County	Primary County	Iberia	<input checked="" type="checkbox"/>
Contract County	Primary County										
Iberia	<input checked="" type="checkbox"/>										

LPA Training Program: Construction/Contract Management Module

Contracts:

File Edit Services Window Help

Contracts

Description Location **Payment Data** Critical Dates Primary Personnel Prime Contractor DBE Commit Training Plan

Contract ID: 000-13-1311 Current Contract Amt: \$13,081,438.33

Generate Est1 Day: ☐ Contract Limit Amt: \$0.00 Liquidated Dam Rate Amt: \$1,115.00

Generate Est2 Day: ☐ Contract Limit Pct: .00 ☐ Auto Liquidated Dam

☒ Price Adjmnt Ind

RETAINAGE

☐ Securities Allowed ☐ Retain Stkipiled Ind ☒ Unlimited Escrow Max Escrow Amt: \$0.00

Retainage Changes:

Work Compl Basis	Effect Date	Pct	Pct Base	Max Pct	Max Amt	Lump Amt	Trgr Pct	Trgr Base
WORK IN PLACE	04/05/04	.00	BID AMT	50.00	\$0.00	\$0.00	.00	BID AMT

LPA Training Program: Construction/Contract Management Module

Contracts:

File Edit Services Window Help

Contracts

Description Location Payment Data **Critical Dates** Primary Personnel Prime Contractor DBE Commit Training Plan

Contract ID: 000-13-1311

Critical Date Description	Actual Date	Required to Activate	Required to Finalize
Letting Date	10/29/03	N	N
Award Date	01/20/04	N	N
Signed Date	00/00/00	N	N
Execution Date	01/20/04	Y	N
Notice to Proceed Date	02/03/04	N	N
Price Adjustments Base Date	10/29/03	N	N
Checked Out to Field Date	00/00/00	N	N
Work Begin Date	00/00/00	N	Y
Contractor Bankruptcy Date	00/00/00	N	N
Contractor Default Date	00/00/00	N	N
Open to Traffic Date	00/00/00	N	N
Substantial Work Complete Date	00/00/00	N	Y
Physical Work Complete Date	00/00/00	N	N

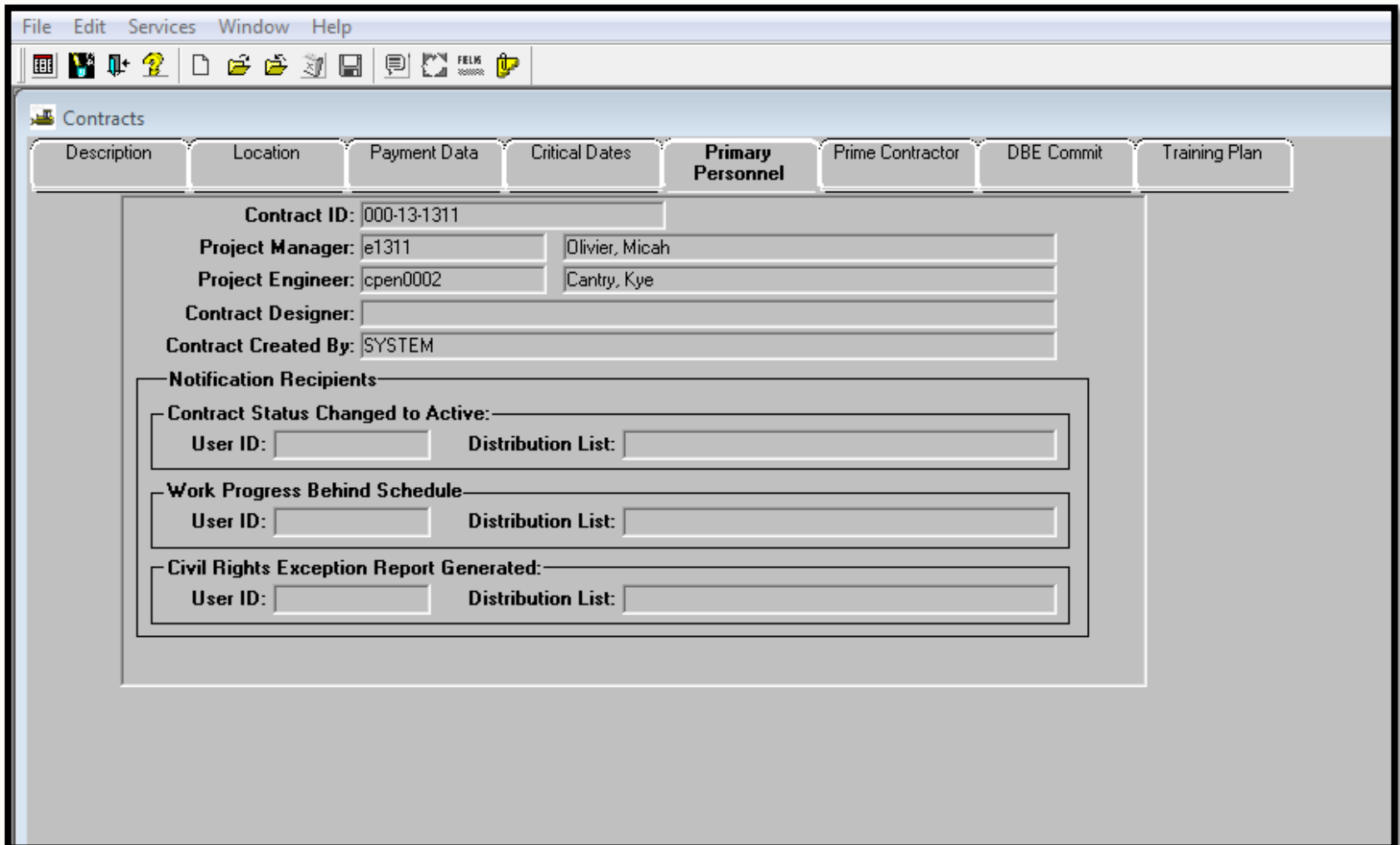
Critical Date Description: Execution Date

Actual Occurrence Date: 01/20/04 ☒ Required to Activate ☐ Required to Finalize

Distribution List: Contract Activation **Recipient ID:**

Message Text: Contract has been loaded!

Contracts:



The screenshot shows a software application window titled "Contracts". The window has a menu bar with "File", "Edit", "Services", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main area of the window is divided into several tabs: "Description", "Location", "Payment Data", "Critical Dates", "Primary Personnel", "Prime Contractor", "DBE Commit", and "Training Plan". The "Primary Personnel" tab is currently selected. This tab contains a form with the following fields:

- Contract ID:** 000-13-1311
- Project Manager:** e1311 (User ID) | Olivier, Micah (Name)
- Project Engineer:** cpen0002 (User ID) | Cantry, Kye (Name)
- Contract Designer:** (Empty field)
- Contract Created By:** SYSTEM

Below these fields is a section titled "Notification Recipients" which contains three sub-sections, each with a "User ID" and "Distribution List" field:

- Contract Status Changed to Active:**
 - User ID: (Empty field)
 - Distribution List: (Empty field)
- Work Progress Behind Schedule:**
 - User ID: (Empty field)
 - Distribution List: (Empty field)
- Civil Rights Exception Report Generated:**
 - User ID: (Empty field)
 - Distribution List: (Empty field)

Contracts:

File Edit Services Window Help

Contracts

Description Location Payment Data Critical Dates Primary Personnel **Prime Contractor** DBE Commit Training Plan

Contract ID: 000-13-1311

Current Prime: 720536353 BOH BROS. CONSTRUCTION CO. LLC. ☐ Joint Venture

Payroll ☐ Required Freq in Weeks: 0 Max Subcontract Pct: .10 ☐ Subcontractors Paid

Bankruptcy Date: 00/00/00 Bankruptcy Type Desc: N/A

Defaulted ☐ Indicator Reason: N/A Date: 00/00/00

Original Prime Contractor:

Prime Contacts:

Contact Name	Contact Type	User Id

Prime Associates:

Assoc Vendor ID	Associate Short Name	Associate Type
A00004	Willis of Louisiana, Inc.	Surety
S00104	Fidelity and Deposit Company of Maryland	Insurance

Contracts:

File Edit Services Window Help

Contracts

Description Location Payment Data Critical Dates Primary Personnel Prime Contractor **DBE Commit** Training Plan

Contract ID: 000-13-1311 DBE Work Class: N/A

DBE Goal Percent: 12.00 DBE Goal Value: \$1,600,454.01

DBE Commitment

Original Amount: \$0.00

Total Current Pct: .11

Total Current Amount: \$15,200.00

Total DBE Subcontracts

Installed to Date: \$0.00

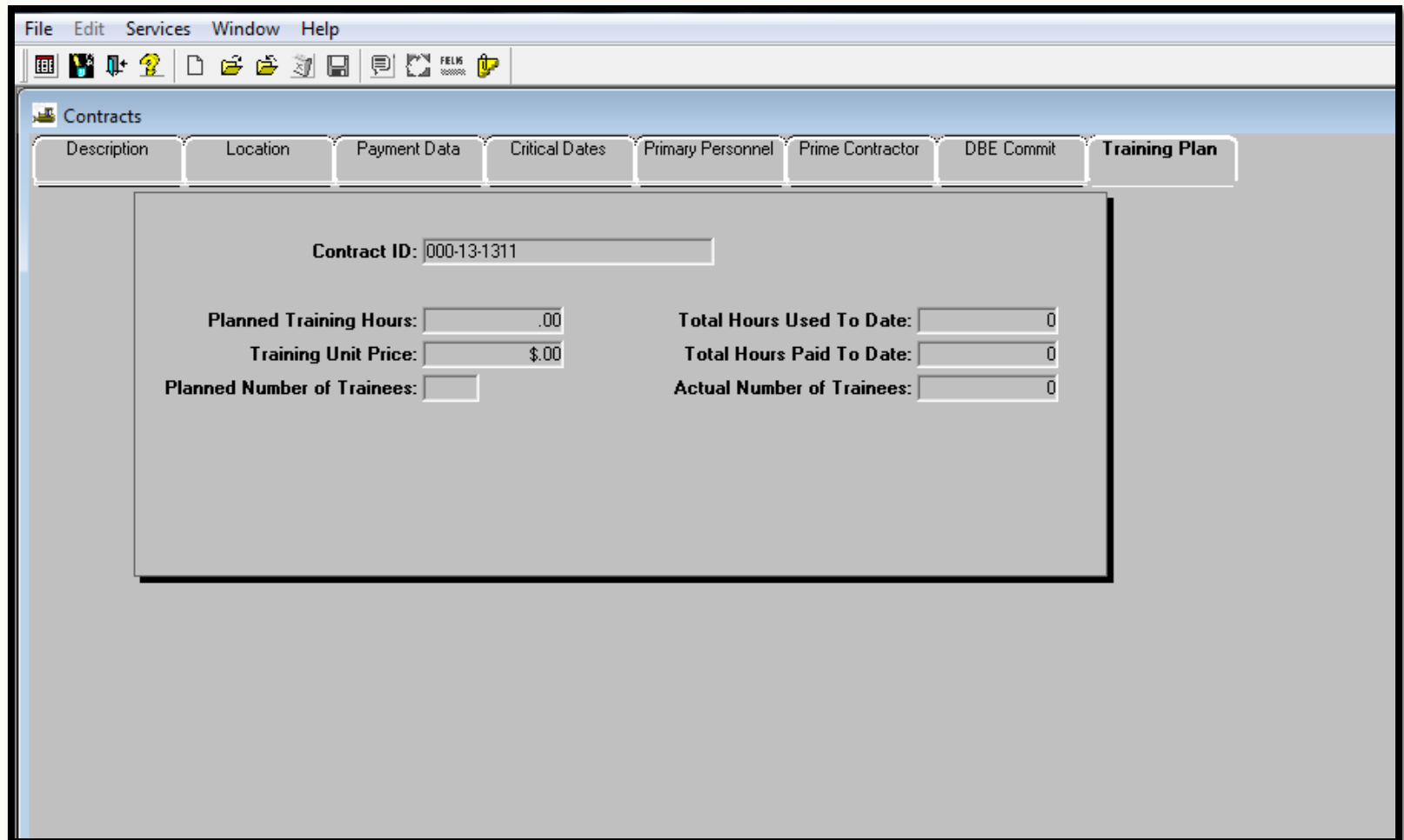
Towards Goal: \$0.00

Not Towards Goal: \$0.00

Amount: \$0.00

LPA Training Program: Construction/Contract Management Module

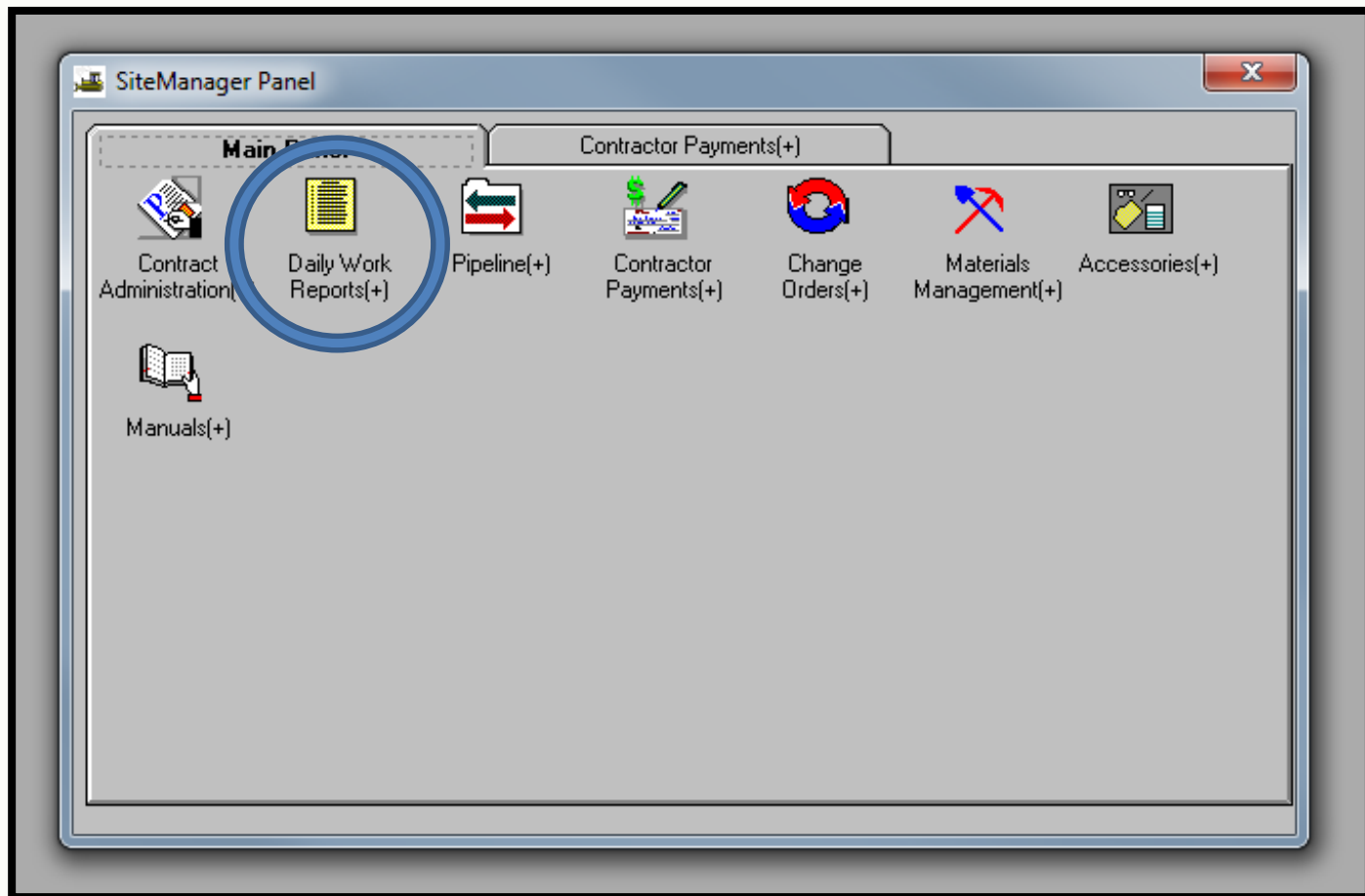
Contracts:



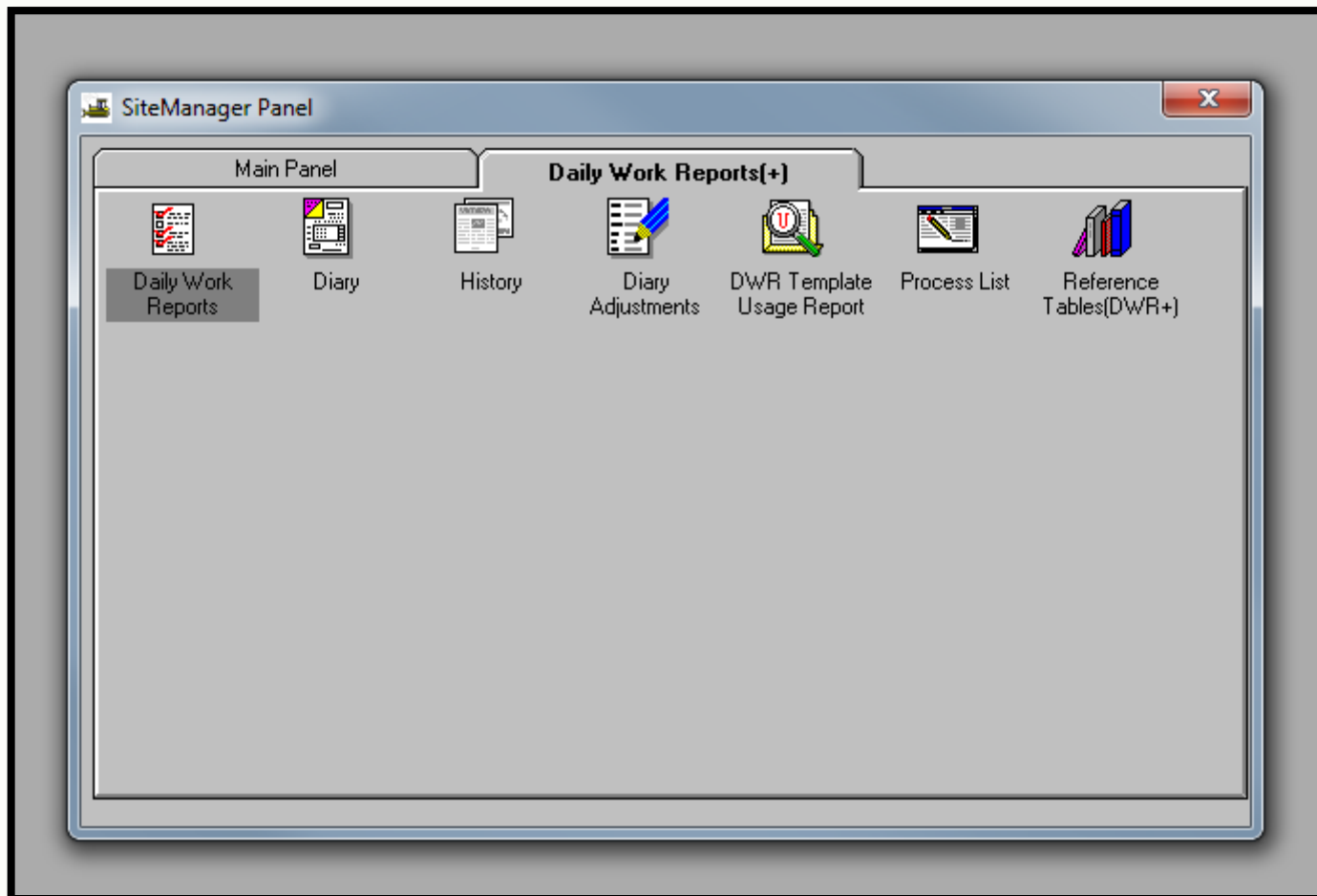
The screenshot shows a software window titled "Contracts" with a menu bar (File, Edit, Services, Window, Help) and a toolbar. Below the menu bar are several tabs: Description, Location, Payment Data, Critical Dates, Primary Personnel, Prime Contractor, DBE Commit, and Training Plan. The "Training Plan" tab is currently selected. Inside the window, there is a form with the following fields:

Contract ID: <input type="text" value="000-13-1311"/>	
Planned Training Hours: <input type="text" value=".00"/>	Total Hours Used To Date: <input type="text" value="0"/>
Training Unit Price: <input type="text" value="\$.00"/>	Total Hours Paid To Date: <input type="text" value="0"/>
Planned Number of Trainees: <input type="text"/>	Actual Number of Trainees: <input type="text" value="0"/>

Daily Work Reports:



Daily Work Reports:



Daily Work Reports:

AASHTO SiteManager
File Edit Services Window Help

Daily Work Reports

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: 000-13-1311 Inspector: Beard, Keith

DWR Date: 03/25/13

Locked: No Authorized: No Authorized Date: 00/00/00	Temperature High: 6 Low: 0	Weather Conditions A.M.: P.M.:
No Work Items Installed: <input checked="" type="checkbox"/> No Contractors On Site: <input checked="" type="checkbox"/> No Daily Staff On Site: <input checked="" type="checkbox"/>	Work Suspended: <input type="checkbox"/> Suspended Time: 00:00 Resumed Time: 00:00	

Remarks:

01-Work Hours
02-General Remarks
03-Primary Inspector

Spell Check

Remarks:

01 Work Hours

- ***Record of the hours the contractor worked. “No Work” if contractor did not work.***

02 General Remarks

- ***Describe, in detail, what the contractor did that day under your inspection. Include Item Numbers, Quantities, Stations, and any other pertinent information.***

03 Primary Inspector

- ***“Yes” if you are, “No” if you are not the primary inspector. A “Yes” response triggers SiteManager to include some information from this DWR to be included in some reports.***

Remarks:

04 Ctrl. Work Item

- ***Input Item number of the daily controlling work item. This is the work item listed on the progress schedule developed by the contractor.***

05 Time Charge Comm.

- ***Input should read “Time Charge Recommended” or “No Time Charge Recommended” . Completed by Primary Inspector only.***

06 Traffic Control

- ***Input “See Traffic Control Diaries”. List any deficiencies and who was notified.***

Remarks:

07 Project Progress

- ***List any documented project delays.***

08 Instructions to Contractor

- ***List any correspondence between you and the contractor.***

09 Utilities

- ***Add any information regarding Utility delays or Utility conflicts, including the station numbers of the occurrence.***

010 Accidents

- ***Describe any vehicular accident occurring. Reference police report number. List location, number of vehicles, and any FACTUAL information.***

Remarks:

11 Staff Details

- *Report inspection and engineering staff present on the job.*

12 Visitors

- *List anyone out of the ordinary who may have visited.*

13 Traffic Delays/Complaints

- *Comment about any unusual delays in traffic. Note any factual reasons for the delay. List any complaints taken.*

14 Traffic Control Manager

- *List the name of the Traffic Control Supervisor and/or Traffic Control Technician present on the job.*

Remarks:

15 Adverse Weather

- ***Describe any weather event that prevented the contractor from working. Include rainfall totals, start and stop times, temperature, fog, site conditions, etc. These comments will appear on the “Weather and Work Days” report.***

LPA Training Program: Construction/Contract Management Module

Daily Work Reports:

File Edit Services Window Help

Daily Work Reports

DWR Info. **Contractors** Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: 000-13-1311 Inspector: Beard, Keith Date: 03/24/13

Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
720536353 BOH BROS. CONSTRUCTION CO. LLC. ** PRIME **	3	10	10.000

Supervisor/Foreman Name	Hours Worked
Superintendent	10.000

Personnel Type	Nbr of Persons	Hours Worked	Total Hours
Equipment Operators	4	10.000	40.000
Laborers	6	10.000	60.000

Daily Work Reports:

File Edit Services Window Help

Daily Work Reports

DWR Info. Contractors **Contractor Equip.** Daily Staff Work Items Force Accounts

Contract ID: 000-13-1311 Inspector: Beard, Keith Date: 03/24/13

Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked
720536353 BOH BROS. CONSTRUCTION CO. LLC. ** PRIME **	3	10	10.000

Equipment ID - Description	Nbr. of Pieces	Nbr Used	Hours Used
A30 Asphalt Paver	1	1	5.000
A40 Milling Machine, Pavement	1	1	2.000
A50 Asphalt Conc Transfer Device (MTV)	1	1	5.000
R40 Roller, vibratory self propelled	1	1	5.000

Daily Work Reports:

File Edit Services Window Help

Daily Work Reports

DWR Info. Contractors Contractor Equip. **Daily Staff** Work Items Force Accounts

Contract ID: 000-13-1311 Inspector: Beard, Keith Date: 03/24/13

Staff Member	S/C	Work Code	Reg. Hours	OT Hours	Vehicle ID	Starting Mileage	Ending Mileage
see 'Staff Detail' remarks	S		10.000	10.000			

LPA Training Program: Construction/Contract Management Module

Daily Work Reports:

File Edit Services Window Help

Daily Work Reports

DWR Info. Contractors Contractor Equip. Daily Staff **Work Items** Force Accounts

Contract ID: 000-13-1311 Inspector: Beard, Keith Date: 03/24/13

Instd	Project Number	Line Item Number	Proposal Line Number	Category Number	Category Description	Item Code	Description
<input type="checkbox"/>	823-46-0001-B	2045	2045	STP	STP	702-04-B	Adjusting Catch Basins
<input type="checkbox"/>	823-46-0001-B	2044	2044	STP	STP	702-04-A	Adjusting Manholes
<input type="checkbox"/>	000-13-1311	9001		STP	STP	401-02	Aggregate Surface Course (Adjus
<input type="checkbox"/>	000-13-1311	0801	0801	STP	STP	999-01	Asphalt Price Adjustment
<input type="checkbox"/>	823-46-0001-A	1801	1801	BR	BR	999-01	Asphalt Price Adjustment
<input type="checkbox"/>	823-46-0001-B	2801	2801	STP	STP	999-01	Asphalt Price Adjustment
<input type="checkbox"/>	000-13-1311	0058	0058	STP	STP	726-01	Bedding Material
<input type="checkbox"/>	823-46-0001-B	2058	2058	STP	STP	726-01	Bedding Material
<input type="checkbox"/>	000-13-1311	0037	0037	STP	STP	702-03-A	Catch Basins (CB-01)
<input type="checkbox"/>	823-46-0001-B	2037	2037	STP	STP	702-03-A	Catch Basins (CB-01)
<input type="checkbox"/>	823-46-0001-B	2038	2038	STP	STP	702-03-B	Catch Basins (CB-02)
<input type="checkbox"/>	823-46-0001-B	2043	2043	STP	STP	702-03-H	Catch Basins (CB-05)
<input type="checkbox"/>	000-13-1311	0039	0039	STP	STP	702-03-C	Catch Basins (CB-06)
<input type="checkbox"/>	823-46-0001-B	2039	2039	STP	STP	702-03-C	Catch Basins (CB-06)
<input type="checkbox"/>	823-46-0001-B	2040	2040	STP	STP	702-03-D	Catch Basins (CB-07)
<input type="checkbox"/>	000-13-1311	0040	0040	STP	STP	702-03-D	Catch Basins (CB-07)
<input type="checkbox"/>	823-46-0001-B	2041	2041	STP	STP	702-03-F	Catch Basins (CB-08)

Daily Work Reports:

File Edit Services Window Help

Daily Work Reports

DWR Info. Contractors Contractor Equip. Daily Staff **Work Items** Force Accounts

Contract ID: 000-13-1311 Inspector: Beard, Keith Date: 03/24/13

Project Nbr: 000-13-1311 Line Itm Nbr: 0058 Prpsl Line Nbr: 0058 Item Code: 726-01 Category Nbr: STP

Item Desc: Bedding Material Unit Price: \$75.00000

Supp Desc 1: Bedding Material

Supp Desc 2:

Qty Reported to Date: 0.000 Qty Authorized to Date: 0.000 Units Type: CUYD

Qty Installed to Date: .000 Bid Qty: 283.100 Pay To Plan Qty: ☐

Status: Active Qty Paid to Date: .000 Current Contract Qty: 283.100

Loc Seq Nbr	Location Installed	Placed Qty.	Plan Page Number	Templt Used
1	FB123-321 p23	50.000	0	<input type="checkbox"/>

Placed Qty: 50.000 Plan Page Nbr: 0 Contractor: BOH BROS. CONSTRUCTION CO. LLC. ** PRIME **

As Built Qty: .000 Loc Seq Nbr: 1 Location: FB123-321 p23

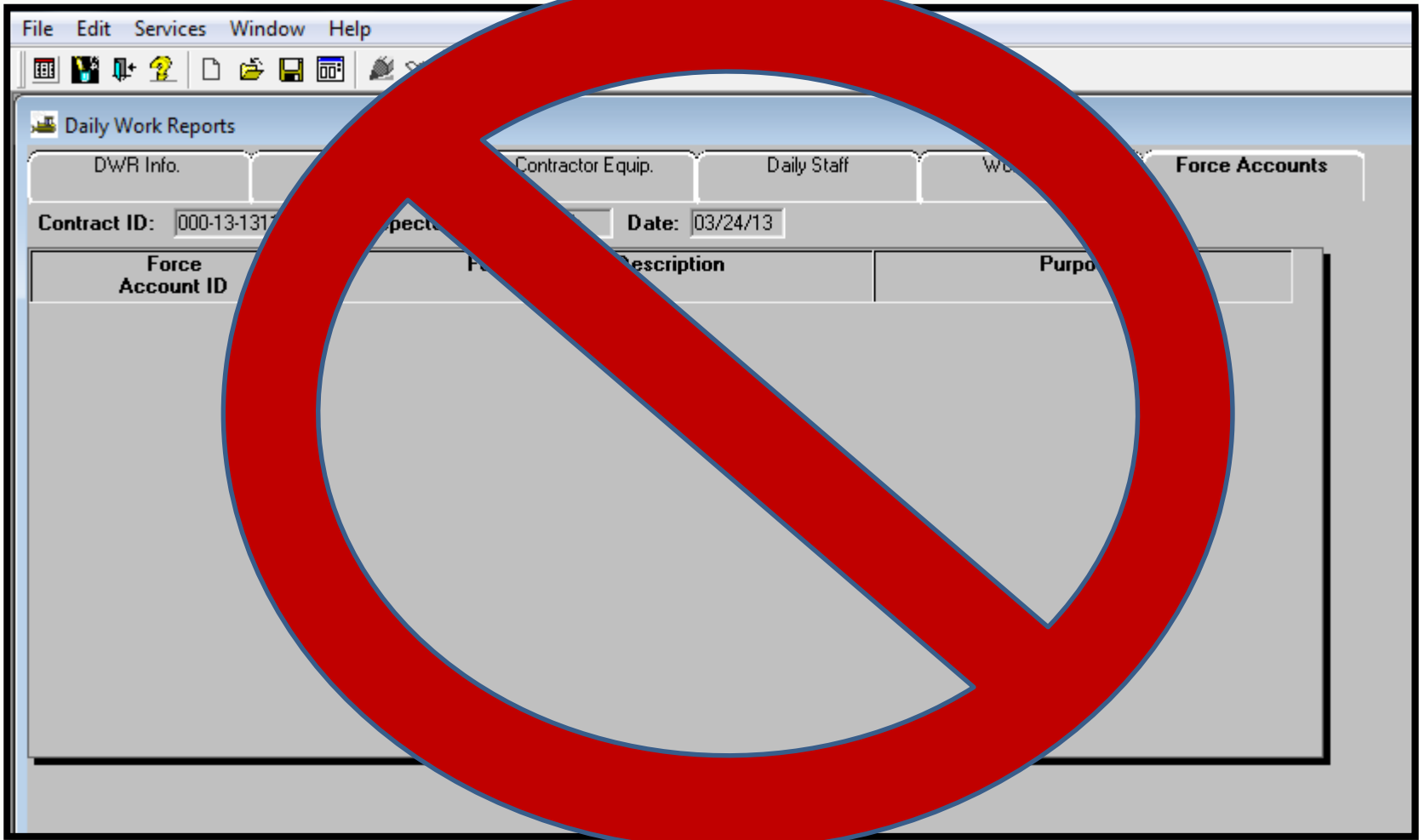
Measured Indicator: ☒ Y ☐ N

Station	Offset	Distance	Station	Offset	Distance
From: 100 +	50.000	.000	To: 225 +	1,000	.000

Material Inspection Detail

Material Component	Cont Est Matrl Qty	Satisf Repr Matrl Qty	Reprt Matrl Qty	Matrl Unit
--------------------	--------------------	-----------------------	-----------------	------------

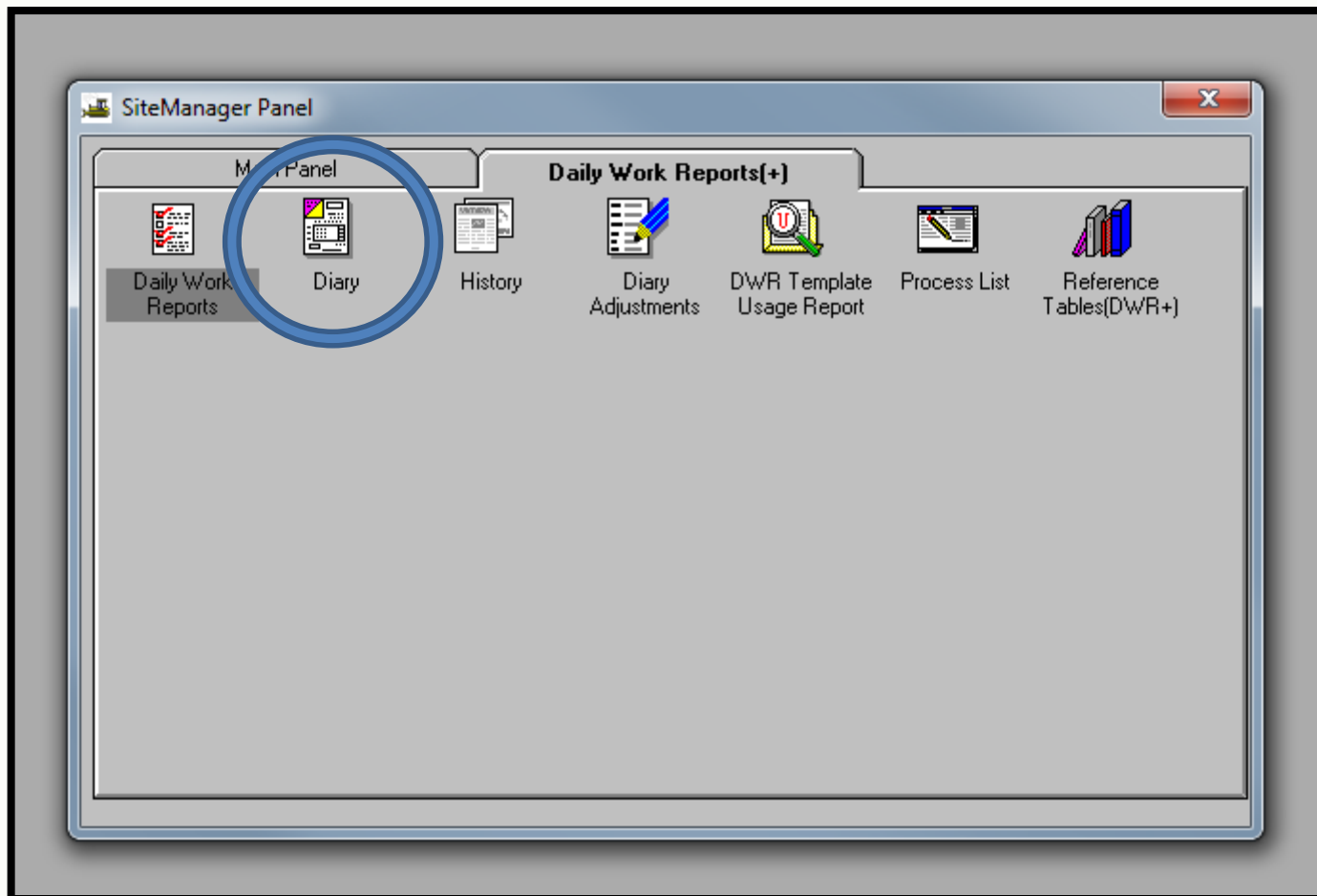
Daily Work Reports:



LPA Training Program: Construction/Contract Management Module

Beard, Keith		Development	
DAILY WORK REPORT FOR CONTRACT: H.000450.6			
WR Date 11/30/2012	Contract ID H.000450.6	Authorized: Yes	Locked No Paid: Yes
Inspector ID: d6191	Inspector: Bourque, John		
High Temp: 73	Low Temp: 53	A.M. Condition: clear	P.M. Condition: clear
Work Suspended Time: 00:00		Work Resumed Time: 00:00	No Work Items Instld: <input checked="" type="checkbox"/> No Contrs Present: <input checked="" type="checkbox"/> No Staff Present: <input checked="" type="checkbox"/>
Remarks: Yes	01-Work Hours	8:00pm - 5:00am	
	02-General Remarks	Progressive did PCCP patching EB in the inside, middle, and outside thru lanes. Gilchrist set up lane closure for patching operations.	
	03-Primary Inspector	Yes.	
	04-Ctrl. Work Item	602.	
	05-Time Charge	Time charged. (Workday)	
	Comments		
	06-Traffic Control	EB inside, middle, and outside thru lanes closed for patching operation. One police was used for presence. Conformed to plans and specs. TCS on-site.	
	11-Staff Detail	C. Mertz.	

Diaries:



Diaries:

Diary

Authorize Charge

Contract ID: H.000450.6

Diary Date: 04/22/13 Last Modified User ID: Creator User ID: d3373

Inspector	Authorized	Authorized Date	DWR Template
Batieste, Patrick	<input type="checkbox"/>	00/00/00	<input type="checkbox"/>
Bourque, John	<input type="checkbox"/>	00/00/00	<input type="checkbox"/>

Remarks:

01-Work Hours
02-General Remarks
03-Primary Inspector

Spell Check

LPA Training Program: Construction/Contract Management Module

Diaries:

Diary

Authorize

Charge

Contract ID:
Date:

Charge Type

☒ Full Day
 ☐ Half Day
 ☐ No Charge

Credit Reason

▼

Total Number of Diaries:

26

Total Diary Charge Days:

19.00

Total Diary No Charge Days:

7.00

Adj Total Diary Charge Days:

19.00

Adj Total Diary No Charge Days:

7.00

Mlstr Nbr	Milestone Description	Charge Amount	Credit Reason



LOUISIANA DEPARTMENT OF
TRANSPORTATION & DEVELOPMENT

SiteManager Diary Preview for Contract H.000450.6

11/30/2012 - Friday

Previous

Next

Work Order Date:	08/09/2012
Time Charge Type:	WORKING DAYS (AVAILABLE DAYS)
Allotted Contract Time:	262
Ctrl. Work Item:	
High Temp:	73
Low Temp:	53
AM Cond.:	clear
PM Cond.:	clear
Total Charge Days:	48
Percent Time Elapsed:	18.32
Days Since Work Order:	114
Percent Complete:	8.8%
Diary Charged	

Bourque, John

Authorized: Y

Work Hours: 8:00pm - 5:00am

General Remarks: Progressive did PCCP patching EB in the inside, middle, and outside thru lanes. Gilchrist set up lane closure for patching operations.

Primary Inspector: Yes.

Time Charge
Comments: Time charged. (Workday)

Traffic Control: EB inside, middle, and outside thru lanes closed for patching operation.
One police was used for presence.
Conformed to plans and specs.
TCS on-site.

Staff Detail: C. Mertz.

Mertz, Christopher

Authorized: Y

Work Hours: from 7pm till 9am

General Remarks: progressive patched middle and left lane

Installed Item Totals:

Project: H.000450.6
Contractor: Gilchrist Construction Co. LLC
Description:

Line Item: 0010 - 509-01-00100

Place Qty.: 39855.100

Units: SQYD

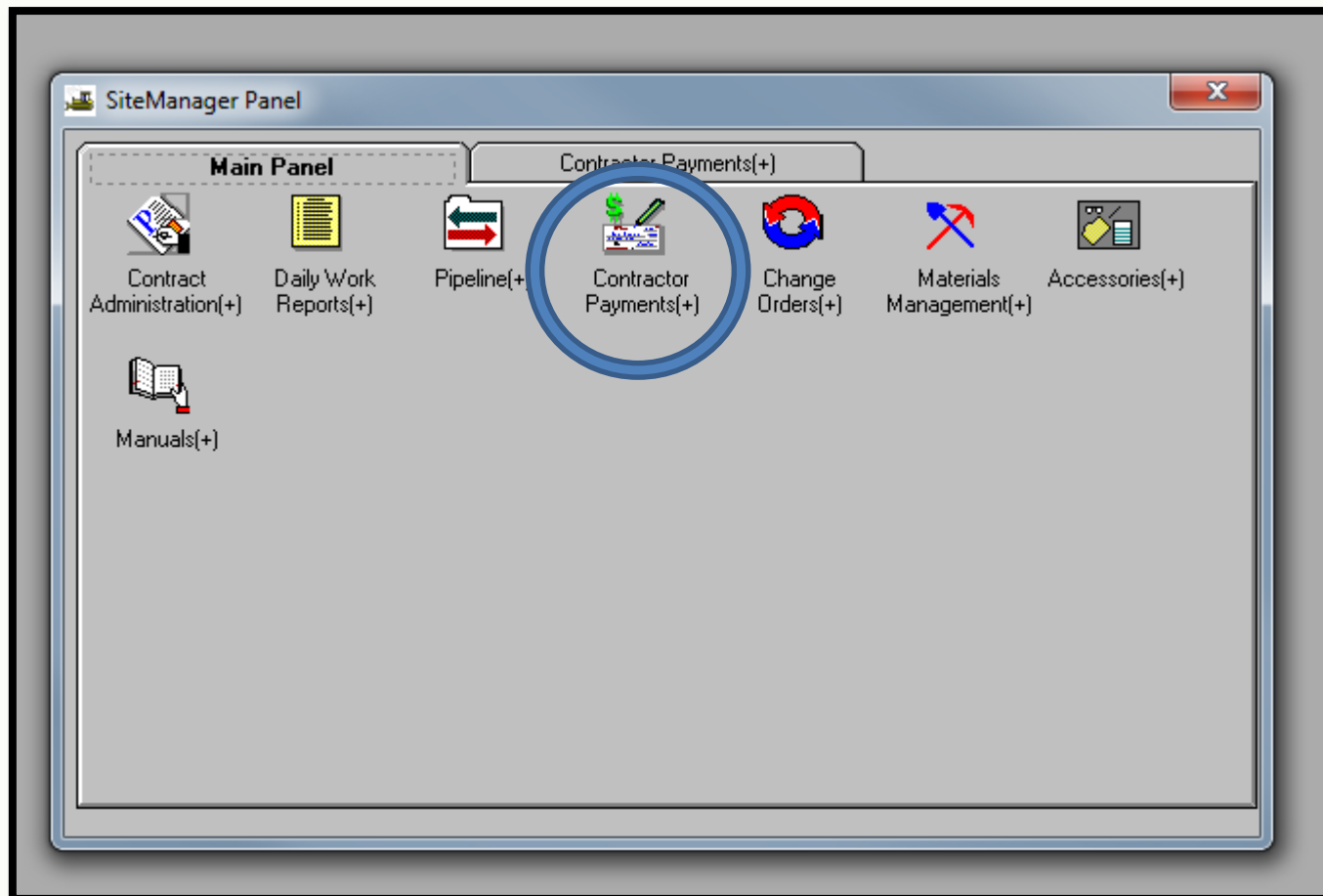
509-01-00100 Project Total: 39855.100

Project: H.000450.6

Line Item: 0011 - 509-02-00100

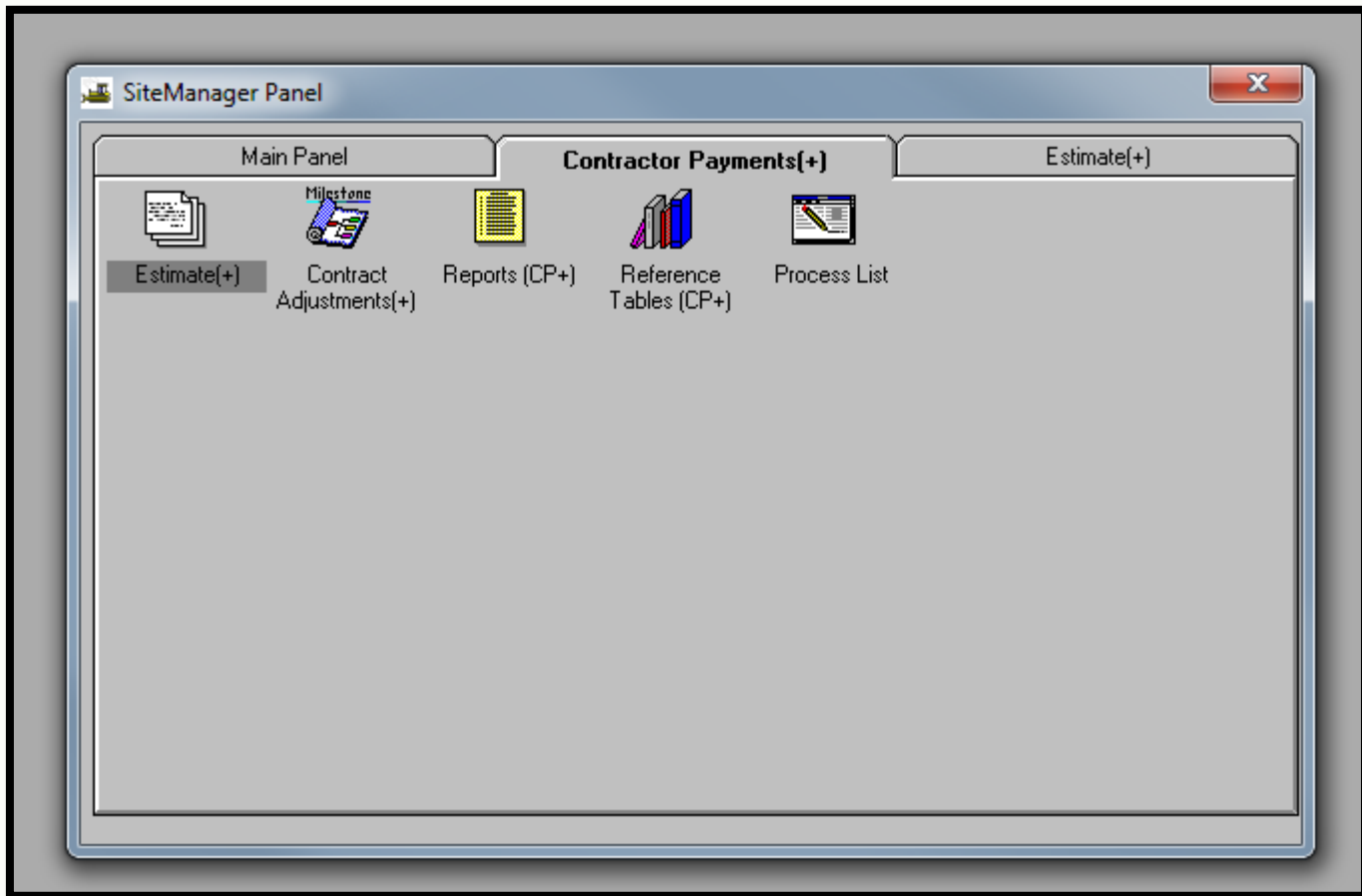
Place Qty.: -316.900

Estimates:

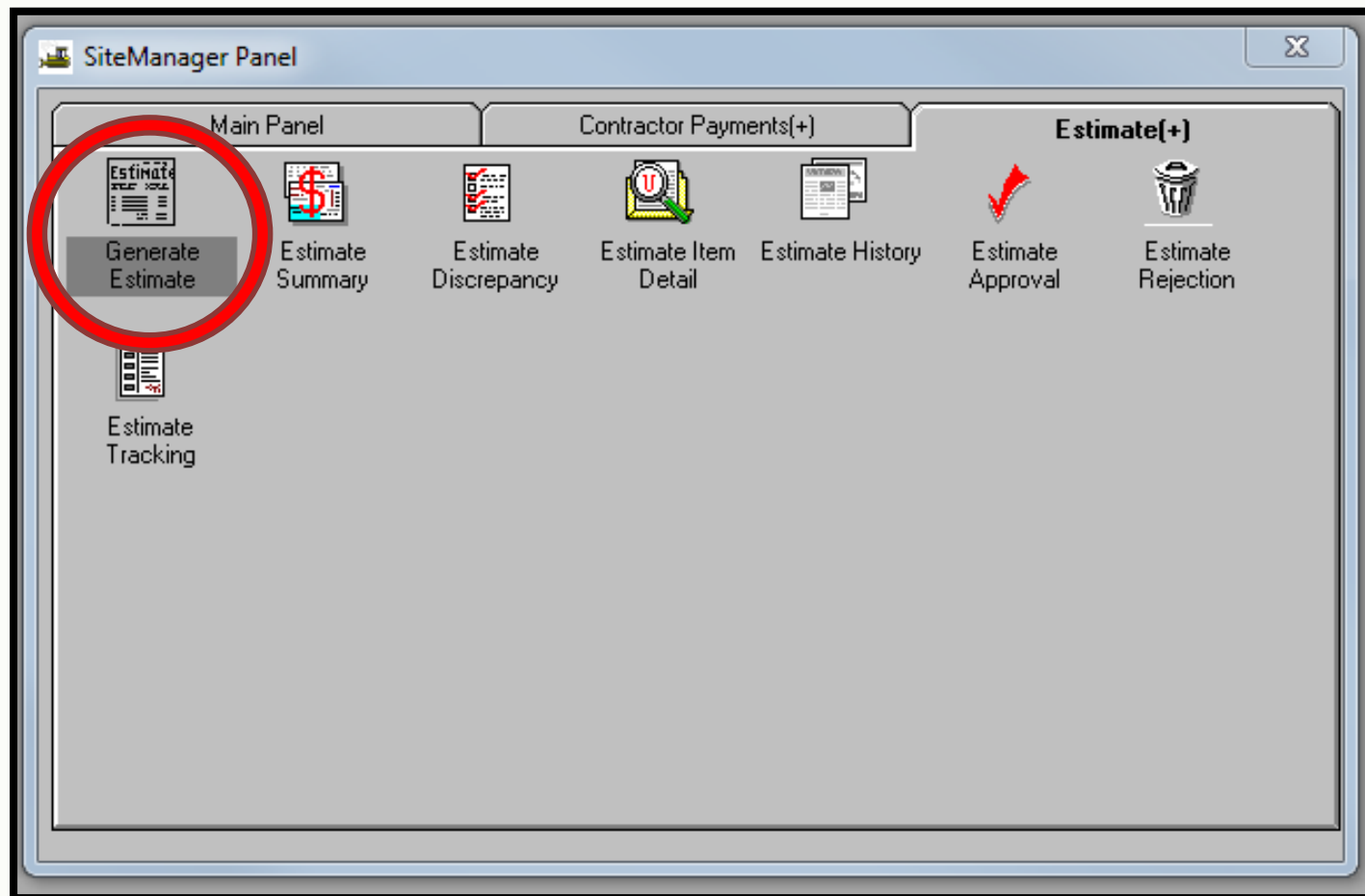


LPA Training Program: Construction/Contract Management Module

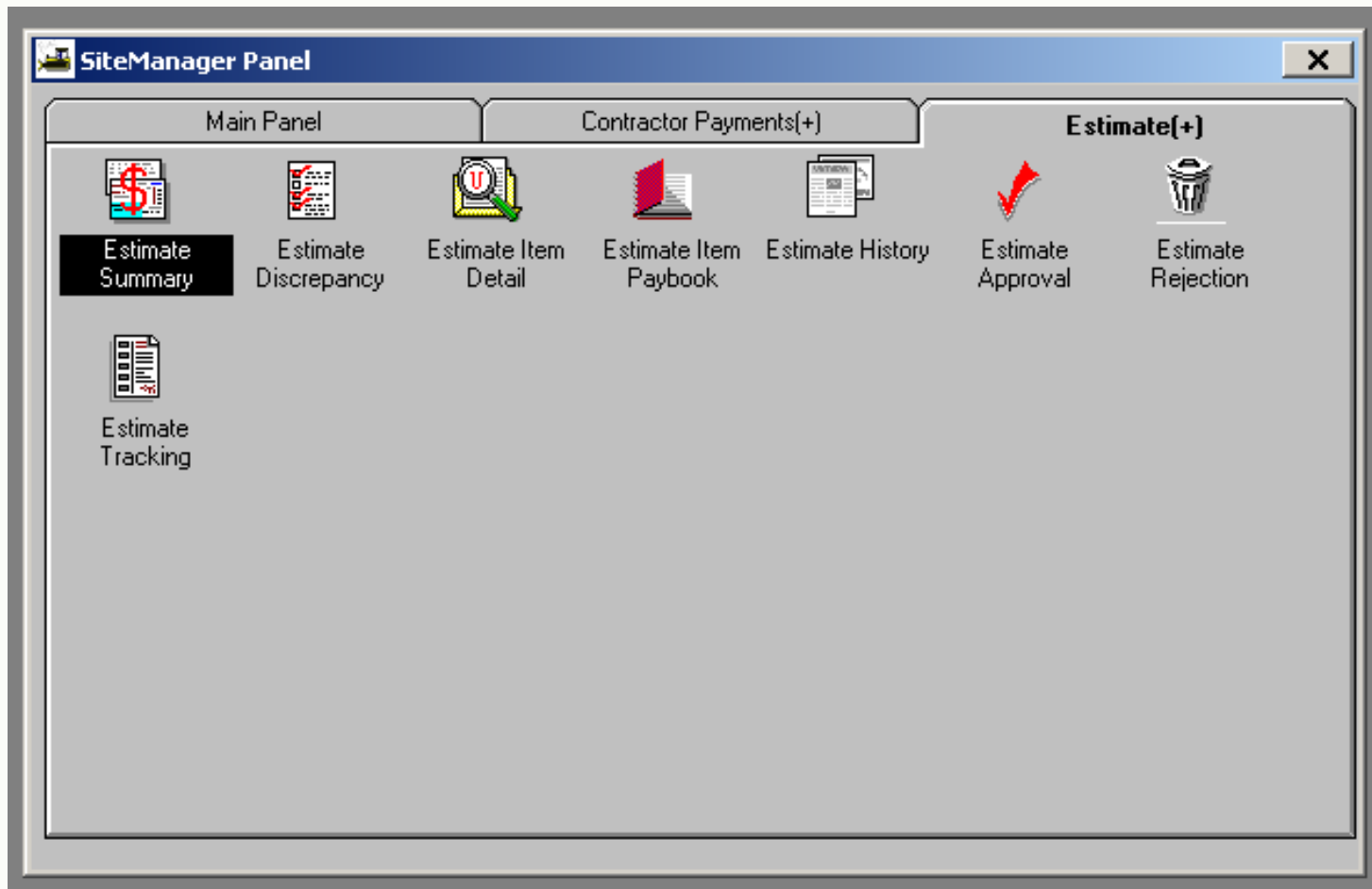
Estimates:



Estimates (Office Manager):



Estimates (All Others):



LPA Training Program: Construction/Contract Management Module

Estimates:

File Services Window Help

Generate Estimate

Contract ID: 000-13-1311

Last Estimate Number: 0006

Generate Estimate Number: 0007

Date

Begin: 03/07/2013

End: 04/06/13

June 2013

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

← ■ →

Type

☒ Progress

☐ Final

☐ Supplemental

☐ Delay Generation

LPA Training Program: Construction/Contract Management Module

Estimates:

SMGR0011

Louisiana Department of Transportation and Development Partial Estimate Quantities

State Contract Number: 000-13-1311

Highway: LA 87

From Wednesday, February 02, 2005 Thru Wednesday, March 06, 2013

Contractor: BOH BROS. CONSTRUCTION CO. LLC.

Estimate Number: 6

Parish: Iberia

Date Prepared: Wednesday, March 06, 2013

Legend

* = Item quantity overrun.

† = Item may need to be checked for adjustments.

Schedule of Work Items

Line Number	Item Number	Unit	Contract Quantity	Estimate Quantity	Unit Price	\$ Pay
Item Description				Qty. Paid to Date		
	000-13-0033				Previously Paid:	\$0.00
					Project Total:	\$0.00
					Project Total to Date:	\$0.00

000-13-1311
STP-2301(515)

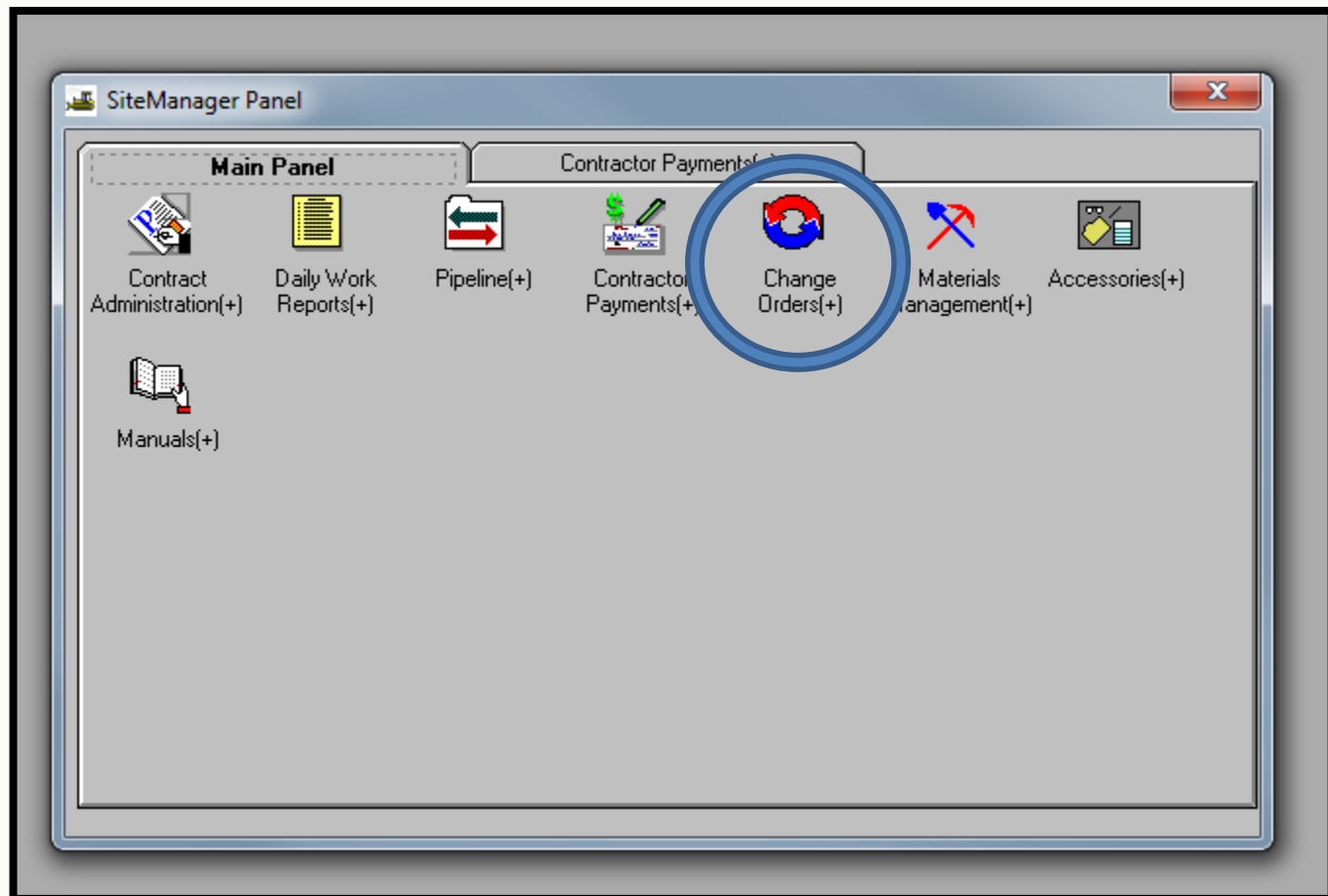
Previously Paid: \$15,015,314.50

LPA Training Program: Construction/Contract Management Module

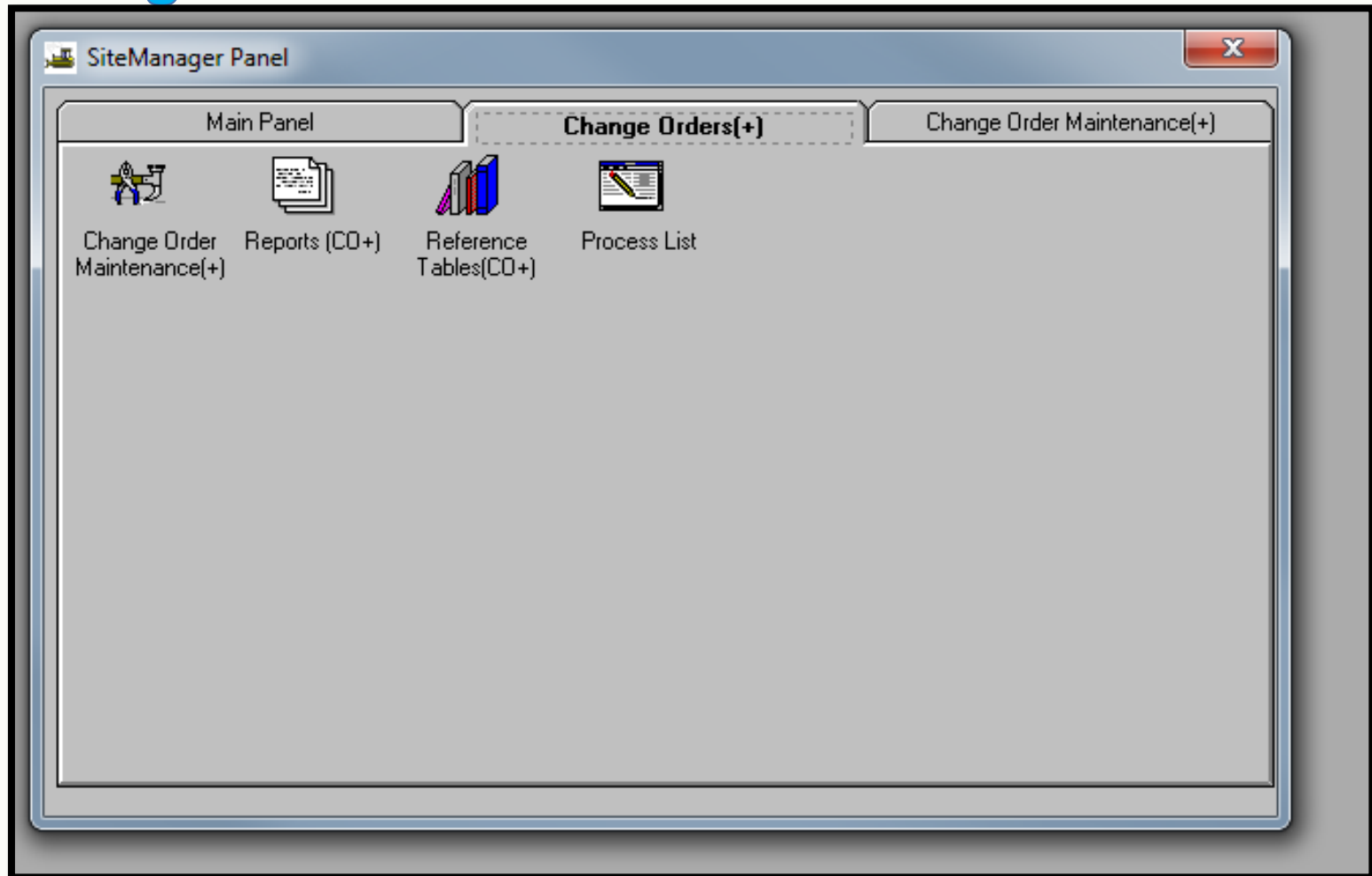
Estimates:

Estimate History								
Contract ID: 852-21-0024			Description1: BAYOU LIBERTY BRIDGE AND APPROACHES (BC					
Estimate Number	Net Pay	Period End Date	PM User ID	PM Appr. Date	Last Appr. User ID	Last Appr. Date	Est Stat	Est Type
0057	\$.00	02/13/12	d4069	02/13/12	d4025	02/14/12	APRV	FINL
0056	\$375.13	02/01/12	d62e5	02/01/12	d4069	02/13/12	APRV	PROG
0055	\$56,948.70	09/06/11	d62e5	09/06/11	d4036	10/03/11	APRV	PROG
0054	\$66,808.34	07/29/11	d62e5	07/29/11	d4036	08/10/11	APRV	PROG
0053	\$.00	05/31/11	d62e5	06/02/11	d4019	06/08/11	APRV	PROG
0052	\$.00	04/30/11	d62e5	05/03/11	d4019	05/06/11	APRV	PROG
0051	\$.00	03/31/11	d62e5	04/04/11	d4019	04/06/11	APRV	PROG
0050	\$.00	02/28/11	d62e5	03/02/11	d4019	03/10/11	APRV	PROG
0049	\$8,446.49	01/31/11	d62e5	02/01/11	d4036	02/08/11	APRV	PROG
0048	\$37,304.32	12/31/10	d62e5	01/06/11	d4080	01/14/11	APRV	PROG
0047	\$14,254.90	11/30/10	d62e5	12/10/10	d4036	01/06/11	APRV	PROG
0046	\$82,873.58	10/31/10	d62e5	11/03/10	d4036	12/02/10	APRV	PROG

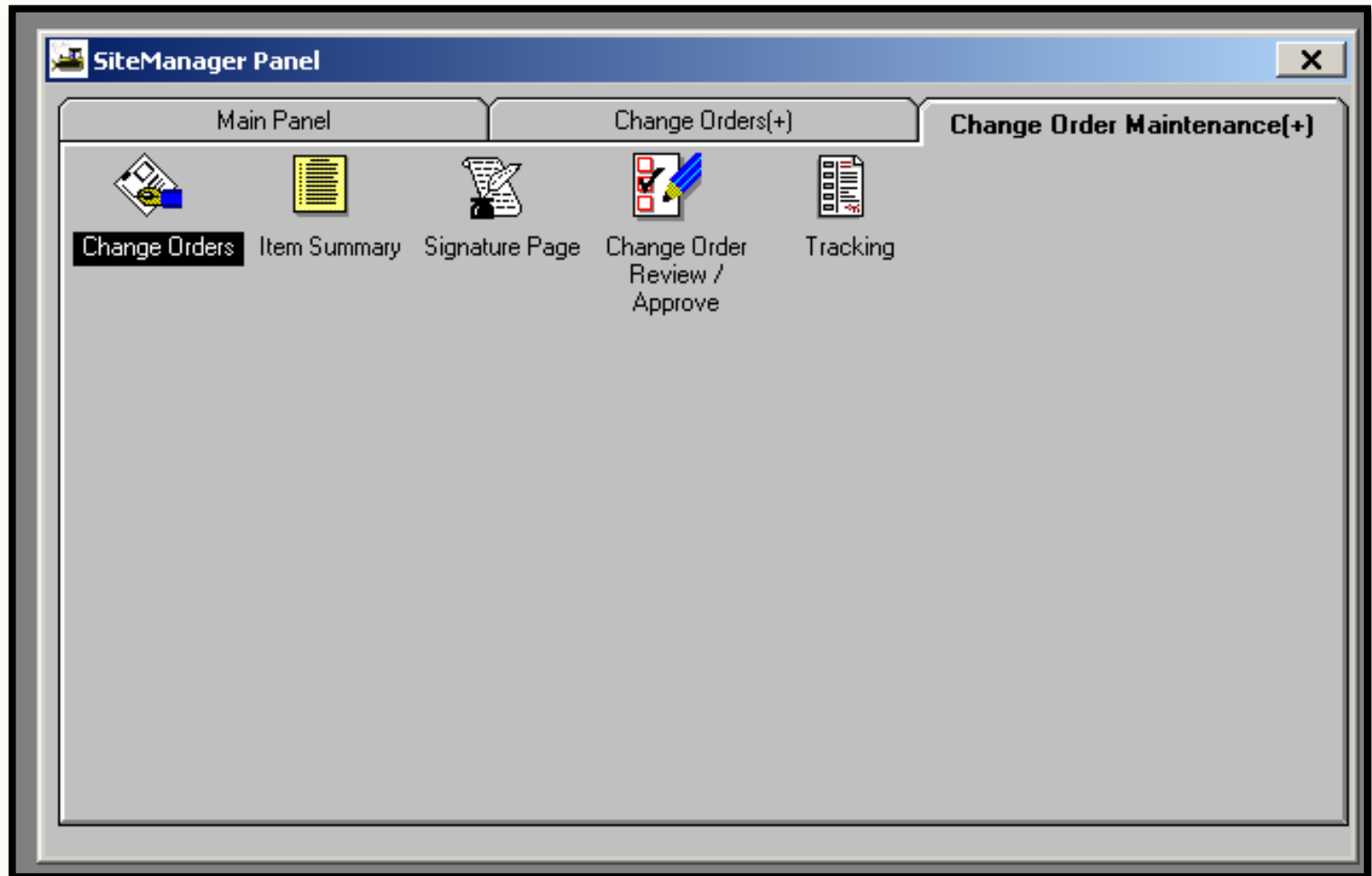
Change Orders:



Change Orders:



Change Orders:



Change Orders:

File Services Window Help

Change Order Header

Header Items Time Adjustments Explanations

Contract ID: 000-13-1311 Change Order Nbr: 030

Tentative Verbal Approval Dates:
Federal: 00/00/00 Local: 00/00/00

CO Created by: Beard, Keith On: 05/15/13

Status: Draft Approval Level: OVERRIDE

Description: Additional Removal

Reason Code: 2E-Site Conditions - Miscellaneous

CO Type: Category 3

☒ Override Approval Rules ☐ Emergency Work

Functions: ☐ Overrun/Underrun ☐ Force Account
☒ Extra Work ☐ Zero Dollar
☒ Time Adjustment ☐ Final Quantity

Bid Contract Amt: \$13,337,131.73
 Current Contract Amt: \$13,118,411.83
 CO Amount: \$0.00

Reference to:
 Dispute: Force Account:

LPA Training Program: Construction/Contract Management Module

Change Orders:

Change Order Items

Header Items Time Adjustments Explanations

Contract ID: 000-13-1311 Change Order Nbr: 030 Status: DRAF

Project Nbr	Catg Nbr	Item Nbr	Item Code	Description
000-13-1311	STP	0002	202-01	Removal of Structures & Obstructions
000-13-1311	STP	0010	203-01	General Excavation
000-13-1311	STP	0037	702-03-A	Catch Basins (CB-01)

Project Nbr: 000-13-1311 Category Nbr: STP Line Item Nbr: 0037 Item Code: 702-03-A

Units Type: EACH Spec Year: 2000 Major Item: ☐ Specialty: ☐ Status Type: ACTV

Unit Price: \$2,200.00000 Proposal Line Nbr: 0037 Related Item:

Item Desc: Catch Basins (CB-01) Critical: ☐

Suppl Desc: Catch Basins (CB-01) Pay Plan Qty: ☐

CO Item Desc: Reinstall of additional CB Material Discrepancy Adj: ☐

Suppl Desc Req'd: ☐

	Quantity	Amount
Contract Bid:	20.000	\$44,000.00
Approved Change Order:	0.000	\$0.00
Current Contract:	20.000	\$44,000.00
Pending Change Order:	0.000	\$0.00
This Change Order:	2.000	\$4,400.00

Force Account Item ☐

Change Orders:

File Services Window Help

Change Order Time Adjustments

Header Items Time Adjustments Explanations

Contract ID: 000-13-1311 Change Order Nbr: 027 Status: DRAF

Adjusted Contract or Milestone	Adjustment Days	Adjustment Date	Explanation
Contract	15	00/00/00	

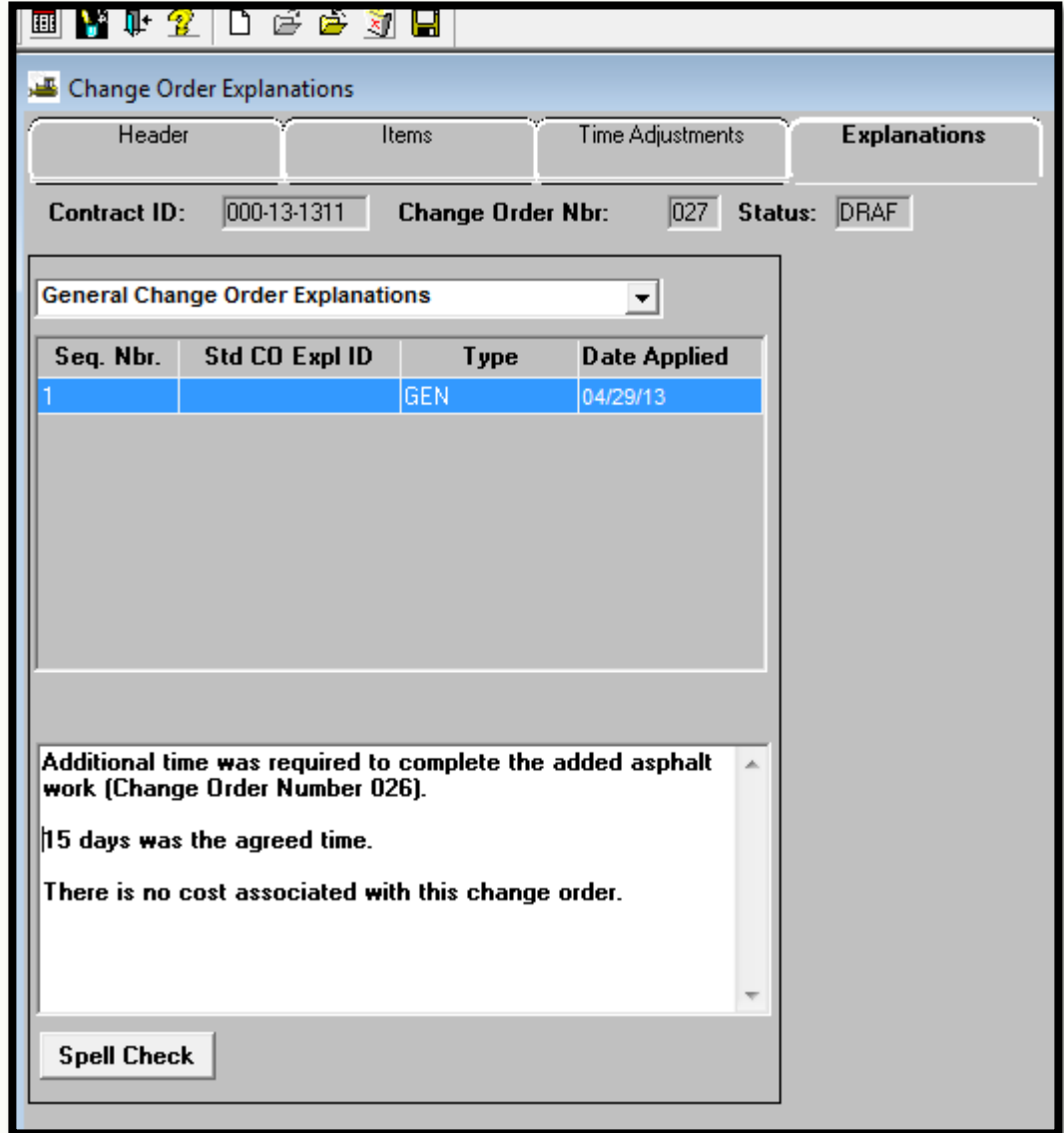
☐ For Milestone:
☒ or Contract Completion

Time Adjustment Days: 15 Adjusted Completion Date: 00/00/00

Explanation: Extra time awarded to complete additional asphalt work

LPA Training Program: Construction/Contract Management Module

Change Orders:



The screenshot shows a software window titled "Change Order Explanations". It has a menu bar with icons for file operations and a toolbar. Below the toolbar are four tabs: "Header", "Items", "Time Adjustments", and "Explanations". The "Header" tab is active, showing fields for "Contract ID: 000-13-1311", "Change Order Nbr: 027", and "Status: DRAF". Below these fields is a dropdown menu labeled "General Change Order Explanations". Under the dropdown is a table with four columns: "Seq. Nbr.", "Std CO Expl ID", "Type", and "Date Applied". The table contains one row with the values "1", an empty field, "GEN", and "04/29/13". Below the table is a large text area containing the following text: "Additional time was required to complete the added asphalt work (Change Order Number 026).", "15 days was the agreed time.", and "There is no cost associated with this change order." At the bottom of the window is a "Spell Check" button.

Seq. Nbr.	Std CO Expl ID	Type	Date Applied
1		GEN	04/29/13

Additional time was required to complete the added asphalt work (Change Order Number 026).
15 days was the agreed time.
There is no cost associated with this change order.

Spell Check

LPA Training Program: Construction/Contract Management Module

Change Orders:

CHANGE ORDER CATEGORY WORKSHEET					
State Project No.		000-013-0011		Change Order No.	27
				Revised May 15, 2012	
				Category 3	Category 2
				Category 1	
Establishes any new funding sources and/or adds any non-participating item					
Change in Amount of Contract	up to \$50,000				
	up to \$250,000				
	+/- 25% of original project cost over \$250,000				
Added Days	up to 30				
	over 30				
Increasing a MAJOR ITEM more than 25%					
Decreasing a MAJOR ITEM	up to 25% or \$50,000 (whichever is less)				
	over 25% or \$250,000				
Decreasing a MINOR ITEM (any amount)					
Changes in design / Written appr. by Design or Construction Division					
Changes in Traffic Control Plan (change in sequence)					
Change approved by Memo or Directive signed by Chief Engineer					
Work outside limits of project					
Change in structural design or geometrics					
Addition of a feature that changes plan intent					
Change in typical section					



LOUISIANA DEPARTMENT OF
TRANSPORTATION & DEVELOPMENT

LPA Training Program: Construction/Contract Management Module

Change Orders:

Louisiana Department of Transportation and Development Change Order Report		NO.	005
		Date:	12/27/2012
S.P. NO.	H.000450.6	F.A.P. NO.	H000450
Name:	US 190: FOSTER BLVD. - US 61	Primary Parish:	East Baton Rouge
US 190		Category 1 / 2C	

PROJECT DESCRIPTION – SPN H.000450.6 originally consisted of cold planning, rubblizing, and overlaying asphaltic pavement on Florida Blvd. from Foster Drive to Airline Hwy.

EXPLANATION AND JUSTIFICATION – Original typical sections called for the new roadway slope to match the existing roadway slope. The slope of the existing roadway varied significantly and was near flat in many locations. Upon removal of the existing asphalt overlay, it was discovered that the underlying concrete pavement was as an even flatter cross slope. After analyzing the varied cross slopes throughout the overall project length, the best fit overall cross slope is 1.5%. A uniform cross slope will be achieved by positioning the traveling reference plane of the asphalt paver in the center of the roadway and projecting the slope toward the inside and outside edge of the roadway. This will result in overthickness of the pavement at the inside edge of the roadway and the inside left turnlanes.

The original typical section called for the binder course to be laid in a four inch lift due to the rubblization. One inch aggregate is required for a four inch lift. Even though the rubblization efforts were discontinued (See Change Orders 3 and 4), the contractor had already acquired a stockpile of one inch rock, and therefore will be allowed to continue to place the binder in a single four inch lift.

This change order addresses the extra asphalt required to compensate for the slope variances in order to achieve a consistent roadway cross slope.

ITEM – This change order adjusts the following Items:

502-01-00100 Superpave Asphaltic Concrete

502-01-00200 Superpave Asphaltic Concrete, Drives, Turnouts and Miscellaneous

COST – The unit cost for the new items was based on contract unit cost.

SPECIFICATIONS – This change order does not alter any specifications.

TIME – Contract time will not be adjusted on this change order.

ATTACHMENTS – Attached to this change are the following attachments:

Change Order Category Worksheet

Additional Asphalt Worksheet

Project Number H.000450.6

502-01-00100 Line Item 0008 = 502-01-00100 Superpave Asphaltic Concrete:

Increase by 3489 TON or 7.77%.

502-01-00200 Line Item 0009 = 502-01-00200 Superpave Asphaltic Concrete, Drives, Turnouts and Miscellaneous:

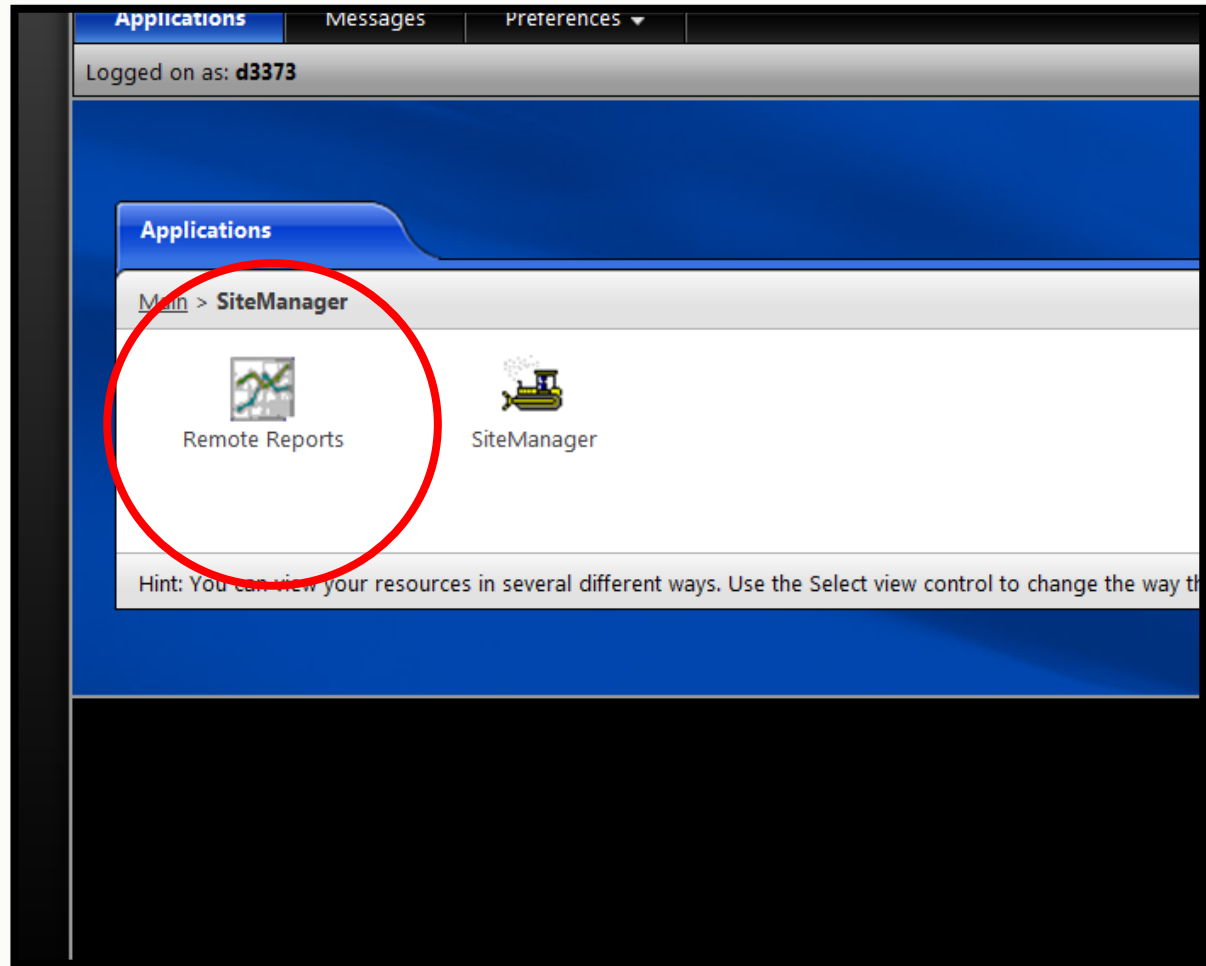
Increase by 856.5 TON or 30.90%.

Item No.	Item	Major Item % of Cont.	Price per Unit	Change		Current Quantity	Revised Quantity	% Change
				Quantity	Amount			
502-01-00100	Superpave Asphaltic Concrete	Yes	\$94.00	3489.000	\$327,966.00	44931.800	48420.800	7.77%
H.000450.6 / 0008		53.53%	TON					

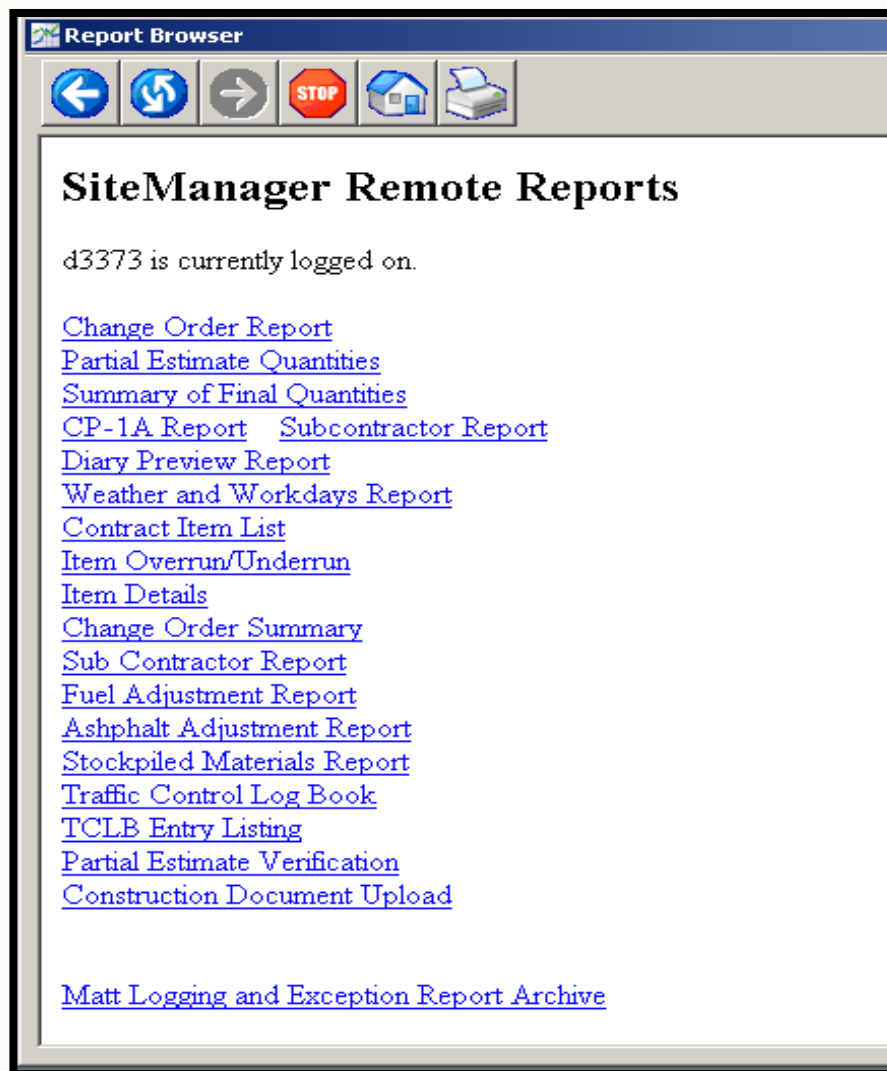
SiteManager

- *Introduction to SiteManager*
- *Access to SiteManager*
- *Personnel Roles*
- *Overview of System Functions*
 - *DWR/Diaries*
 - *Estimates*
 - *Change Orders*
- *Reports*
- *Demonstration*

Reports:



Reports:



Reports: Change Order Report

- ***Summarizes the Change Order***
- ***Shows the Approval Status***
- ***Lists the Quantity and Cost***
- ***Signature Lines for Approval***

Reports:

SiteManager System Change Order Report

Please select a district, contract number, and change order number to report on.

Contract Number:

Change Order #:

Status: **Approved**

Order	Group	Approver	Date	Action	Comments
1	Contractor	Gilchrist, Randy	02/07/2013	Approve	
2	PE- Project Engineer Group	Donmyer, Todd	02/07/2013	Approve	
3	Area Engineers	Palermo, Keith	02/11/2013	Approve	
4	HQ Level Construction Managers	Eggers, John	02/13/2013	Approve	
5	Chief Construction Engineer	Vosburg, Mike	02/27/2013	Approve	
6	Chief Engineer	Savoie, Richard	02/28/2013	Approve	PER MR. RICHARD L. SAVOIE'S(CHIEF ENGINEER) PERMISSION

Generate Report

Report List

LPA Training Program: Construction/Contract Management Module

Reports:

Project Number H.000450.6

502-01-00100 Line Item 0008 = 502-01-00100 Superpave Asphaltic Concrete:
Increase by 3489 TON or 7.77%.

502-01-00200 Line Item 0009 = 502-01-00200 Superpave Asphaltic Concrete, Drives, Turnouts and Miscellan:
Increase by 856.5 TON or 30.90%.

Item No.	Item	Major Item	Price per Unit	Change		Current Quantity	Revised Quantity	% Change
Proj. / Line Item No.		% of Cont.		Quantity	Amount			
502-01-00100	Superpave Asphaltic Concrete	Yes	\$94.00	3489.000	\$327,966.00	44931.800	48420.800	7.77%
H.000450.6 / 0008		53.53%	TON					
502-01-00200	Superpave Asphaltic Concrete, Drives, Turnouts and Miscellan	No	\$105.00	856.500	\$89,932.50	2771.700	3628.200	30.90%
H.000450.6 / 0009		4.48%	TON					
Additional Contract Days Requested None		Amount of Over Run: \$417,898.50						

Reports: Partial Estimate Quantities

- ***Breakdown of Items Paid***
- ***Quantity Status***
- ***Paid to Date***



LPA Training Program: Construction/Contract Management Module

Reports:

Louisiana Department of Transportation and Development
Partial Estimate Quantities

State Contract Number: H.001094.6

Highway:

From Sunday, November 04, 2012 Thru Monday, December 10, 2012

Contractor: GILCHRIST CONSTRUCTION CO. LLC

Estimate Number: 8

Parish: Franklin

Date Prepared: Monday, December 10, 2012

Schedule of Work Items

Traffic Control Diary entry missing on:

11/4/2012, 11/5/2012, 11/6/2012, 11/7/2012, 11/8/2012, 11/9/2012, 11/10/2012, 11/11/2012, 11/12/2012, 11/13/2012, 11/14/2012, 11/15/2012, 11/16/2012, 11/17/2012, 11/18/2012, 11/19/2012, 11/20/2012, 11/21/2012, 11/22/2012, 11/23/2012, 11/24/2012, 11/25/2012, 11/26/2012, 11/27/2012, 11/28/2012, 11/29/2012, 11/30/2012, 12/1/2012, 12/2/2012, 12/3/2012, 12/4/2012, 12/5/2012, 12/6/2012, 12/7/2012, 12/8/2012, 12/9/2012, 12/10/2012

Line Number	Item Number	Unit	Contract Quantity	Estimate Quantity	Unit Price	\$ Pay
Item Description				Qty. Paid to Date		
<div>H001094.6</div> <div>2109(505)</div>						
					Previously Paid:	\$854,656.98
0803	CI-502-01-LPI	Each	4282.6	4282.6	\$1.00000	\$4,282.60
Lot Pay Incentive- Superpave Asph Conc				4282.6		
					STPFLX:	\$3,426.08
					STATE:	\$856.52
H.001094.6					Project Total:	\$4,282.60
					Project Total to Date:	\$858,939.58
H001094.6				Grand Total This Estimate:		\$4,282.60

Reports: Summary of Final Quantities

- ***Summarized the Final Quantities***
- ***Run after Project Completion***
- ***Reports the Final Price of each Line Item***

LPA Training Program: Construction/Contract Management Module

Reports:

Louisiana Department of Transportation and Development Summary of Final Quantities Report

State Contract Number: H 000658.6

Highway: US 165

From: 5/16/2012 12:00:00 AM thru 11/07/2012

Contractor: Diamond B Construction Co., L.L.C.

Estimate Number: 0006 and Final

Parish: Ouachita

Date Prepared: 04/30/2013

Schedule of Work Items

Item Number Item Description	Unit	Final Quantity	Unit Price	Final Amount
H 000658.6				
H 000658				
H-01-00100 Interpave Asphaltic Concrete	TON	13233.49	\$93.00	\$1,230,714.57
H-01-00100 Cold Planing Asphaltic Pavement	SQUARE YARD	121983	\$1.60	\$195,172.80
H-02-00100 Contractor Retained Reclaimed Asphaltic Pavement	CUBIC YARD	-5383	\$0.10	(\$538.30)
H-01-00300 Cement Patching (18" Minimum Thickness)	SQUARE YARD	74	\$180.00	\$13,320.00
H-01-00100 Temporary Signs and Barricades	LUMP SUM - QUANTITY MUST ALWAYS BE 1	1	\$102,000.00	\$102,000.00
H-03-01000 Temporary Pavement Markings (Broken Line) (4" Width) (4' Len	MILE	13.424	\$175.00	\$2,349.20

Reports: CP-1A/Subcontractor Report

- ***Covers the Amount Paid to Each Subcontractor***
- ***Breakdown by Line Item***

LPA Training Program: Construction/Contract Management Module

Reports:

SMCR0023

Louisiana Department of Transportation and Development
Form CP-1A

Contract No. H.000450.6
F.A.P. NO. H000450
Estimate No. 0007

Contractor Gilchrist Construction Co. LLC
PO BOX 5699 ALEXANDRIA, LA 71307
Report Period 02/01/2013 To 02/28/2013

DBE Type	Contractor	Item	Paid this Month	Total to Date
MBE	SOUTHERN SYNERGY LLC			
		H.000450.6 / 0022	547.80	4,696.78
		H.000450.6 / 0023	49.50	789.75
		H.000450.6 / 0024	719.75	6,992.75
		H.000450.6 / 0025	485.65	5,626.50
		H.000450.6 / 0026	0.00	135.00
		H.000450.6 / 0027	0.00	0.00
		H.000450.6 / 0030	0.00	0.00
		H.000450.6 / 0031	0.00	0.00
		H.000450.6 / 0032	0.00	0.00
		H.000450.6 / 0033	0.00	0.00
		H.000450.6 / 0034	0.00	0.00
		H.000450.6 / 0035	0.00	0.00
		H.000450.6 / 0036	0.00	0.00
		H.000450.6 / 0037	0.00	0.00
		H.000450.6 / 0038	0.00	0.00
		H.000450.6 / 0039	0.00	0.00
		Contractor Totals	1,802.70	18,240.78
MBE	Progressive Construction Co., LLC			
		H.000450.6 / 0012	0.00	0.00
		H.000450.6 / 0013	0.00	0.00
		H.000450.6 / 0014	0.00	0.00
		H.000450.6 / 0015	0.00	0.00
		H.000450.6 / 0016	0.00	0.00

Reports: Diary Preview Report

- ***Combines Daily Work Reports***
- ***Lists of Inspectors and Line Items***
- ***General Remarks***



LOUISIANA DEPARTMENT OF
TRANSPORTATION & DEVELOPMENT

LPA Training Program: Construction/Contract Management Module

Reports:

SiteManager Diary Preview for Contract H.000450.6

10/01/2012 - Monday

[Previous](#) [Next](#)

Work Order Date:	08/09/2012
Time Charge Type:	WORKING DAYS (AVAILABLE DAYS)
Allotted Contract Time:	220
Ctrl Work Item:	
High Temp:	68
Low Temp:	60
AM Cond.:	clear
PM Cond.:	clear
Total Charge Days:	9
Percent Time Elapsed:	4.09
Days Since Work Order:	54
Percent Complete:	5.59%
Diary Charged	

Bourque, John

Authorized: Y

Work Hours: 8:00pm - 5:00am

General Remarks: Gilchrist milled EB thru lanes and shoulder in profile adjustment area. Southern Synergy did temporary striping after milling was complete.

Primary Inspector: Yes.

Time Charge Comments: Time charged. (Workday)

Traffic Control: Conforms to plans and specs.
EB thru lanes/shoulder closed for milling and striping operations.
Two police for presence. One police worked from midnight to five while the other worked entire shift.

Staff Detail: Chris Mertz
Brandon Arceneaux

Mertz, Christopher

Authorized: Y

Work Hours: 8pm till 5am

General Remarks: milled from station 09+54 to 16+92 east bound lane rt of centerline

Installed Item Totals:

Project: H.000450.6

Line Item: 0010 - 509-01-00100

Contractor: Gilchrist Construction Co. LLC

Description:

Reports: Weather and Workday Report

- ***Lists the Chargeable And Non-Chargeable Days***
- ***Remark for Non-Chargeable Days***
- ***Primary Work Item Listed***

LPA Training Program: Construction/Contract Management Module

Reports:

LADOTD SiteManager Weather and Workdays Report

Contract H.000450.6

Estimate: 0007

Date	Days Charged	Reason not Charged	Primary Construction Work Item	Adverse Weather
02/01/2013	1		602.	
02/02/2013	1		502.	
02/03/2013	0	weekend		
02/04/2013	0	too wet	602.	
02/05/2013	1		602.	
02/06/2013	0	too wet	602.	
02/07/2013	1		602.	
02/08/2013	1		502.	
02/09/2013	1		502.	
02/10/2013	0	weekend	502.	
02/11/2013	0	too wet	502.	
02/12/2013	0	too wet	502.	
02/13/2013	0	too wet	502.	
02/14/2013	1		502.	
02/15/2013	1		502.	
02/16/2013	0	weekend	502.	
02/17/2013	1		502.	
02/18/2013	0	too wet	502.	
02/19/2013	1		502.	
02/20/2013	1		502.	
02/21/2013	0	too wet	502.	
02/22/2013	0	too wet	502.	
02/23/2013	1		509.	

Reports: Contract Item List

- ***Line Item Breakdown***
- ***Unit of Measure, Unit Price, Bid Quantity***
- ***Approved Quantity and Dollar Amount Listed***

LPA Training Program: Construction/Contract Management Module

Reports:

LADOTD SiteManager Contract Items

Contract Number: H.000450.6

Red Items are not available for use. (Pending Contract or unapproved or denied change orders)

Line Item Number	DOTD Item Number	Unit of Measure	Supplemental Description	Unit Price	Bid Quantity	Approved Quantity	Approved Amount
Project H.000450.6							
0001	202-02-06140	LNFT		\$5.00	969	969	\$4,845.00
0002	202-02-38500	SQYD		\$6.00	797	797	\$4,782.00
0003	203-01-00100	CUYD		\$25.00	560	560	\$14,000.00
0004	203-05-00100	LS		\$60,000.00	1	1	\$60,000.00
0005	203-07-00100	CUYD		\$17.00	701.3	701.3	\$11,922.10
0006	204-06-00100	LNFT		\$0.35	36000	36000	\$12,600.00
0007	302-02-06100	SQYD		\$40.00	1087.7	1087.7	\$43,508.00
0008	502-01-00100	TON		\$94.00	44931.8	48420.8	\$4,551,555.20
0009	502-01-00200	TON		\$105.00	2771.7	3628.2	\$380,961.00
0010	509-01-00100	SQYD		\$1.15	144758.5	144758.5	\$166,472.27
0011	509-02-00100	CUYD		\$2.00	-3950	-3950	-\$7,900.00
0012	602-02-00200	LNFT		\$2.35	6314	64836	\$152,364.60
0013	602-02-00300	LNFT		\$2.35	2525	52302	\$122,909.70
0014	602-03-00100	LNFT		\$2.35	1263	4263.2	\$10,018.52
0015	602-05-01160	SQYD		\$170.00	334.7	0	\$0.00
0016	602-05-02160	SQYD		\$150.00	1120.2	0	\$0.00
0017	602-05-03160	SQYD		\$120.00	3609.7	0	\$0.00
0018	703-01-00100	LNFT		\$11.00	27350.4	27350.4	\$300,854.40
0019	703-02-00100	EACH		\$280.00	110	110	\$30,800.00
0020	707-03-00100	LNFT		\$26.00	1544	1544	\$40,144.00
0021	713-01-00100	LS		\$500,000.00	1	1	\$500,000.00
0022	713-02-00300	LNFT		\$0.26	19875	19875	\$5,167.50
0023	713-02-00500	LNFT		\$0.85	2646	2646	\$2,249.10
0024	713-03-02000	MILE		\$285.00	11.999	31.365	\$8,939.02

Reports: Item Overrun/Underrun

- ***Compares Installed vs. Planned Quantities***
- ***Quantities Authorized vs. Original Amount***
- ***Price and Percentage Differentials***

LPA Training Program: Construction/Contract Management Module

Reports:

Louisiana Department of Transportation and Development Item Over/Underrun Report For Contract Number H.000450.6

Line Item	Item Code	Item Description	Original Plan Qty	Curr Plan Qty	Auth to Pay Qty	% Auth vs Plan	Qty.Diff	\$ Diff	Installed Qty	% Inst vs Plan	Qty Diff	\$ Diff	Tot Qty
H.000450.6													
0001	202-02-06140		969.000	969.000	492.000	-49.2%	-477.000	-\$2,385.00	492.000	-49.2%	-477.000	-\$2,385.00	492.00
0002	202-02-38500		797.000	797.000	599.900	-24.7%	-197.100	-\$1,182.60	599.900	-24.7%	-197.100	-\$1,182.60	599.90
0003	203-01-00100		560.000	560.000	0.000	-100.0%	-560.000	-\$14,000.00	0.000	-100.0%	-560.000	-\$14,000.00	0.00
0004	203-05-00100		1.000	1.000	0.900	-10.0%	-0.100	-\$6,000.00	0.900	-10.0%	-0.100	-\$6,000.00	0.90
0005	203-07-00100		701.300	701.300	0.000	-100.0%	-701.300	-\$11,922.10	0.000	-100.0%	-701.300	-\$11,922.10	0.00
0006	204-06-00100		36,000.000	36,000.000	1,027.000	-97.1%	-34,973.000	-\$12,240.55	1,027.000	-97.1%	-34,973.000	-\$12,240.55	1,027.00
0007	302-02-06100		1,087.700	1,087.700	863.000	-20.7%	-224.700	-\$8,988.00	863.000	-20.7%	-224.700	-\$8,988.00	863.00
0008	502-01-00100		44,931.800	48,420.800	27,684.790	-42.8%	20,736.010	\$1,949,184.94	27,684.790	-42.8%	20,736.010	\$1,949,184.94	27,684.79
0009	502-01-00200		2,771.700	3,628.200	0.000	-100.0%	-3,628.200	-\$380,961.00	0.000	-100.0%	-3,628.200	-\$380,961.00	0.00
0010	509-01-00100		144,758.500	144,758.500	142,691.700	-1.4%	-2,066.800	-\$2,376.82	142,691.700	-1.4%	-2,066.800	-\$2,376.82	142,691.70
0011	509-02-00100		-3,950.000	-3,950.000	-3,204.100	-18.9%	745.900	\$1,491.80	-3,204.100	-18.9%	745.900	\$1,491.80	-3,204.10
0012	602-02-00200		6,314.000	64,836.000	65,983.000	1.8%	1,147.000	\$2,695.45	65,983.000	1.8%	1,147.000	\$2,695.45	65,983.00
0013	602-02-00300		2,525.000	52,302.000	52,588.000	0.5%	286.000	\$672.10	52,588.000	0.5%	286.000	\$672.10	52,588.00
0014	602-03-00100		1,263.000	4,263.200	3,612.000	-15.3%	-651.200	-\$1,530.32	3,612.000	-15.3%	-651.200	-\$1,530.32	3,612.00

Reports: Item Detail Report

- ***Shows User a Breakdown of a Single Line Item***
- ***Lists what Change Order or DWR the item is listed***
- ***Quantities to Date***

LPA Training Program: Construction/Contract Management Module

Reports:

Item Detail Report

Contract: H.000450.6

Project: H.000450.6

Line Item: 0055

Item Code: 502-03-00300

Description: Superpave Asphaltic Concrete (6" Thick)

Supplemental Description: Superpave Asphaltic Concrete Repair for Rubbilization Failure

Original Qty.: 0

Unit Price: \$80.91

Unit of Measure: SQYD

Item was added by Change Order #003. Change Order Information

Change Order	Quantity	Status
003	867.85	Approved

Estimate Information

Estimate	Quantity
0005	867.85
Total:	867.85

DWR Information

DWR Date	Inspector	Location Seq#	Authorized	Estimate Paid	Quantity
12/31/2012	d61e0	1	Yes	0005	867.85
Total:					867.85

Reports: Change Order Summary

- ***List all Project Change Orders***
- ***Cost of all Change Orders***

LPA Training Program: Construction/Contract Management Module

Reports:

Change Order Summary Reports

Please select SiteManager contract number.

Contract Number: H.000450.6 - (Route US 190) US 190: FOSTER BLVD. - US 61

All Change Orders

Project Breakdown

Report List

CO Number	Description	Status	Amount	Days	Category	Reason	Approval Date
001	Extension of Assembly Period	APPR	0.00		2	2F	09/25/2012
002	Underdrain Outlet Tie-Ins	DRAF	0.00		3	1A	-
003	Rubblization Rehab Work	APPR	239,221.74	8	2	2C	01/14/2013
004	New Items for Change in Scope	APPR	52,400.13	34	1	2C	02/04/2013
005	Additional Asphalt for Slope Correction	APPR	417,898.50		1	2C	02/28/2013
006	Additional Compensation for RAP Hauling	DRAF	0.00		2	2E	-
007	Adjust Items from CO #004 and Temp Striping	APPR	-120,025.61		3	2C	03/26/2013
008	Add Temp Striping	APPR	4,242.15		3	1A	03/04/2013
009	New Curb Items	APPR	362,005.44	30	1	3L	04/26/2013
			955,742.35	72			

Total Contract Amount: 8,502,463.14

Total Approved Change Order Amount: 955,742.35

Total Approved Amount: 9,458,205.49

Contract Days: 220

Days Added By Change Order 72

Total Approved Days: 292

Days Used: 97

Reports:



Reports: Fuel Adjustment Report

- ***Report covering any change in fuel cost during the estimate period***
- ***Required anytime there is a change from estimate to estimate***

LPA Training Program: Construction/Contract Management Module

Reports:

Louisiana Department of Transportation and Development Fuel Adjustment Report

State Project
Number: H.000329.6

Estimate Number: 0012

F.A.P. Number: H000329

Funding: 0002

Route: US 61

Parish: Ascension

From: 3/1/2013 thru 03/31/2013

Date Prepared: 04/08/2013

Item: H.000329.6 0061

Item Code: 502-01-00200

Superpave Asphaltic Concrete, Drives, Turnouts and Miscellan

Installed Quantity: 51.44

Installed Date: 03/01/2013

Base Price of Gas: 2.5440

Base Price of Diesel: 3.0054

Monthly Price of Gas: 2.8255

Monthly Price of Diesel: 3.0506

Variance for Gas: 2.4168 to 2.6712

Variance for Diesel: 2.8551 to 3.1556

Price Difference for Gas: 0.1543

Price Difference for Diesel: 0.0000

Usage Factor for Gas: 0.2000

Usage Factor for Natural Gas: 1.6700

Gas Adjustment: \$1.58

Diesel Adjustment: \$0.00

Total Fuel Adjustment: \$1.58

Reports: Asphalt Adjustment Report

- ***Report covering any change in fuel cost during the estimate period***
- ***Required anytime there is a change from estimate to estimate***

LPA Training Program: Construction/Contract Management Module

Reports:

Louisiana Department of Transportation and Development Asphalt Adjustment Report

State Project
Number: H.000329.6

Estimate Number: 0012

F.A.P. Number: H000329

Funding: 0002

Route: US 61

Parish: Ascension

From: 3/1/2013 thru 03/31/2013

Date Prepared: 04/08/2013

Item: H.000329.6 0061

Item Code: 502-01-00200

Superpave Asphaltic Concrete, Drives, Turnouts and Miscellan

Asphalt Type: PG 64-22

Sales Tax: 0.04

Installed Quantity: 51.440

Installed Date: 03/01/2013

Base Price of PG 64-22: 575.00

Percentage of Asphalt: 0.0330

Monthly Price of PG 64-22: 576.00

Variance for PG 64-22: 546.25 to 603.75

Adjustment Part: \$0.00

Total Adjustment: \$0.00

Reports: Stockpiled Material Report

- ***Lists adjustments in stockpile material***
- ***Run after each monthly estimate***

LPA Training Program: Construction/Contract Management Module

Reports:

Louisiana Department of Transportation and Development
Stockpiled Material

Contract Number: H.001253.6

Line Item: 0019 NS-805-00005 –

Project: H.001253.6

Invoice #: 27550 Invoice Date: 12/14/2011
 Stockpile #: 1 Replenish #: 0
 Invoice Quantity: 3632 @ \$29,84000 per LNFT
 Invoice Amount: \$108,378.88
 Material Description: Silcoflex SF225 Expansion Joint System
 • Estimate 0002 Stockpiled Materials Initial Payment of \$108,378.88
 • Estimate 0009 Stockpiled Materials Adjustment of 3632 @ -\$29.84 for -\$108,378.88 total

Line Item: 0023 NS-805-00016 – Install G4-7 Saddle

Project: H.001253.6

Invoice #: 5768 Invoice Date: 10/31/2011
 Stockpile #: 1 Replenish #: 0
 Invoice Quantity: 22 @ \$2,373.95450 per EACH
 Invoice Amount: \$52,227.00
 Material Description: Steel Saddles with Hardware
 • Estimate 0001 Stockpiled Materials Initial Payment of \$52,227.00
 • Estimate 0009 Stockpiled Materials Adjustment of 22 @ -\$2,373.95 for -\$52,227.00 total

*****New Report*****

Project: H.001253.6
 Item: 0019 - Joint Sealing System (Preformed Silicone)

Estimate	Stockpile#	Replenish#	Invoice	Invoice Amt.	Amt. Advanced	Amt. Incorp. (+ desires)	Invoice Date
	1	0	27550	108,378.880			12/14/2011
0002					\$108,378.88	\$0.00	
0009					\$0.00	-\$108,378.88	
Amount Remaining:					\$0.00		

Project: H.001253.6
 Item: 0023 Install G4-7 Saddle - Bridge Superstructure Repair

Estimate	Stockpile#	Replenish#	Invoice	Invoice Amt.	Amt. Advanced	Amt. Incorp. (+ desires)	Invoice Date
	1	0	5768	52,226.999			10/31/2011
0001					\$52,227.00	\$0.00	

Reports: Traffic Control Log Book

- ***Record of all Traffic Control Activities***
- ***Lists the Number of Aids Used***
(e.g., signs, barricades, cones, etc.)
- ***Must be Created Daily by TCS***

Reports: Traffic Control Log Book

Traffic Control Log Book			
Daily Report for			
Project Number: H.000450.6		User ID: cgil0038	
Log Book Date: 5/22/2013			
Date: 5/22/2013		TCS Name: charles sonnier	
TCS Arrival Time: 5:00:00 PM		TCS Departure Time: 5:00:00 AM	
High Temp: 82		Low Temp: 67	
Weather: Sunny		Morning Inspection Time: 5:00:00 AM	
on Inspection Time: 12:00:00 PM		Night Inspection Time: 11:00:00 PM	
Wind: Calm		Wind Direction: North	
Existing Speed Limit: 55		Reduced Speed Limit: 45	
Special Speed Limit: 0			
Existing Site Conditions and Corrections:			
nts:			
clear			
Work Performed			
No Work: no	Concrete Barrier Rail: no	Bridge: no	Utilities Move
ing Driveways: no	Saw Cutting Roadway: Yes	Patching: no	Detour:
eping/Cleanup: no	Cold Planning: no	Premixing: no	Soil Co
me Treatment: no	Stone: no	Asphalt Base: no	Asphalt B
phalt Wearing: no	Grinding: no	Rumble Strip: no	Strip
Drainage: no	Curb & Gutter: no	Turn Lane: no	F

Reports: Traffic Control Log Entries

- ***Record of all Traffic Control Entries***
- ***Lists user, dates, and time of entry***

Reports: Traffic Control Log Entries

Listing of Traffic Control Log Entries

Please enter SiteManager contract number below.

H.000329.6

List Logs

Remote Reports

User ID	Contract	Log Book Date	Entered Date	Approved Date	TCS Arrival	TCS Departure
ccbc0013	H.000329.6	04/02/2012	05/10/2012		05:05 am	06:05 pm
ccbc0013	H.000329.6	04/03/2012	05/10/2012		05:05 am	06:05 pm
ccbc0013	H.000329.6	04/04/2012	05/10/2012		05:05 am	06:05 pm
ccbc0013	H.000329.6	04/05/2012	05/10/2012		05:05 am	06:05 pm
ccbc0013	H.000329.6	04/06/2012	05/10/2012		05:05 am	06:05 pm
ccbc0013	H.000329.6	04/07/2012	05/10/2012		05:05 am	06:05 pm
ccbc0013	H.000329.6	04/08/2012	05/10/2012		05:05 am	06:05 pm
ccbc0013	H.000329.6	04/09/2012	05/10/2012		05:05 am	06:05 pm
ccbc0013	H.000329.6	04/10/2012	05/10/2012		05:05 am	06:05 pm
ccbc0013	H.000329.6	04/11/2012	05/10/2012		05:05 am	06:05 pm
ccbc0013	H.000329.6	04/12/2012	05/10/2012		05:05 am	06:05 pm
ccbc0013	H.000329.6	04/13/2012	05/10/2012		05:05 am	06:05 pm
ccbc0013	H.000329.6	04/14/2012	05/10/2012		05:05 am	06:05 pm

Reports: Partial Estimate Verification

- ***Record of various project costs***
- ***Based on approved estimates***

Reports: Partial Estimate Verification

Report for contract H.000329.6

Based on all approved estimates.

This report contains item level money only (eg. paid installed quantities and stockpile adjustments). It does not include contract level adjustments like liquidated damages or retainage.

Project Breakdown

Project	Approved Amount	Paid Amount
H.000329.6	\$11,289,148.58	\$11,213,080.66

Category Breakdown

Project	Category	Approved Amount	Paid Amount
H.000329.6	0001	\$712,519.67	\$711,744.29
H.000329.6	0002	\$10,576,628.91	\$10,501,336.37

PO Line Number Breakdown

PO Line Number	Approved Amount	Paid Amount
30	\$11,289,148.58	\$11,213,080.66

Reports: Construction Document Upload

- ***List of documents uploaded for a project***
- ***Upload new documents to project file***

Supporting Material:

- ***LPA SiteManager Resource Page***
http://www.ltrc.lsu.edu/lpa-ltap/SMLPA_Web.html
- ***Quick Reference Guides***
- ***Video Tutorials***
- ***Hands-on Training Classes (TBD)***

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ANY QUESTIONS?